

Digitized by the Internet Archive  
in 2009 with funding from  
Lyrasis Members and Sloan Foundation











# NORTH GEORGIA COLLEGE

ESTABLISHED 1873

A TAX SUPPORTED SENIOR UNIT OF THE UNIVERSITY SYSTEM



LIBERAL ARTS  
PRE-PROFESSIONAL CURRICULA

## **EIGHTY-EIGHTH ISSUE**

SERIES 29

AUGUST, 1962

NO. 3

The North Georgia College Bulletin is published quarterly  
by North Georgia College

Entered as Second Class Matter June 26, 1934, at the Post  
Office at Dahlonega, Georgia, under Act of August 24, 1912



## UNIVERSITY SYSTEM OF GEORGIA

---

*All state-supported institutions of higher learning in Georgia were combined into the greater University System of Georgia by legislative enactment at the regular session of the General Assembly in 1931. Under the articles of the Act all existent boards of trustees were abolished and control of the System was vested in a board of regents with all the powers and rights of the former governing boards of the several institutions. Control of the System by the Board of Regents became effective January 1, 1932.*

*On January 18, 1950, the Board of Regents reaffirmed the position of North Georgia College as a senior unit of the University System by passing a resolution which reads in part as follows: "The North Georgia College at Dahlonega shall be continued as a college of arts and sciences at the bachelor's level and as the one institution in the Georgia System distinguished by its essentially military organization for men."*



# CALENDAR 1962-63

1 9 6 2

September 16	Dormitories open to new students for lunch. All new students are expected to report during the day and to meet in Memorial Hall at 8:00 p.m. New students should not come to the campus before Sunday.
September 17-20	Freshman Orientation
September 18	Sophomores and upperclassmen report
September 20	Registration of all students
September 21	Class work begins
November 21-25	Thanksgiving Recess
December 10-13	Fall Quarter Examinations
December 13	Christmas Vacation begins

1 9 6 3

January 2	Registration for Winter Quarter
January 3	Class work begins
February 4-8	Spiritual Emphasis Week
February 15	Constitution Examinations
March 13-15	Winter Quarter Examinations
March 15-20	Spring Recess
March 20	Registration for Spring Quarter
March 21	Class Work Begins
May 1	Honors Day
May 12	Parents Day
June 1	Student-Alumni Day
June 2	Commencement
June 3-6	Spring Quarter Examinations
June 10	Summer Quarter begins



# CALENDAR 1963-64

1 9 6 3

September 15	Dormitories open to new students for lunch. All new students are expected to report during the day and to meet in Memorial Hall at 8:00 p.m. New students should not come to the campus before Sunday.
September 16-19	Freshman Orientation
September 17	Sophomores and upperclassmen report
September 19	Registration of all students
September 20	Class work begins
November 27-December 1	Thanksgiving Recess
December 9-12	Fall Quarter Examinations
December 12	Christmas Vacation begins

1 9 6 4

January 2	Registration for Winter Quarter
January 3	Class work begins
February 10-14	Spiritual Emphasis Week
February 21	Constitution Examinations
March 11-14	Winter Quarter Examinations
March 14-19	Spring Recess
March 19	Registration for Spring Quarter
March 20	Class work begins
May 6	Honors Day
May 10	Parents Day
May 30	Student-Alumni Day
May 31	Commencement
June 1-4	Spring Quarter Examinations
June 15	Summer Quarter Begins



## **GENERAL INFORMATION**

### **Location**

North Georgia College is located at Dahlonega (Cherokee Indian word for "yellow earth") in the center of Georgia's gold area. It is twenty miles from Gainesville, which is on the main line of the Southern Railroad; it is seventy-five miles from Atlanta—about an hour and a half—reached by US 19 through Roswell and Cumming, or US 23 through Gainesville. Its elevation of 1,500 feet at the very foot of the Blue Ridge Mountains provides an unusually good environment for both physical and academic activities.

### **Historical Background**

North Georgia College, founded in 1873, owes its origin to the Act of Congress of July 2, 1862, entitled "An Act donating public lands to the several states and territories which may provide colleges for the benefit of agriculture and mechanic arts." The act contemplated the "endowment, support and maintenance of at least one college in each state where the leading object will be, without excluding other scientific and classical studies, and including military tactics, to teach such branches of learning as are related to agriculture and mechanic arts in such manner as the legislatures of the states may respectively prescribe, in order to promote the liberal and practical education of the industrial classes."

Although North Georgia College no longer offers agricultural courses, it has otherwise remained true to the general vision of its founders. A small annual income from the sale of public lands is still received by the college.

### **Institutional Objectives**

NORTH GEORGIA COLLEGE, as a state institution, aims to provide a sound liberal arts education for all its students, and, in addition to this, to provide for all its young men the best military education possible. Though the vocational aspects of an education are not lost sight of, North Georgia College believes that



all vocational and professional needs are best served on the senior college level by concentration on the fundamentals of a liberal arts program. This belief extends through the military program.

## **The College Year**

In order to make its facilities available as much of the year as possible, North Georgia College operates on the four-quarter system, the summer quarter differing from the others only in the nature of the work offered, taking into account the needs of teachers in service and others who need specialized work. Summer school information is available in April. Freshmen may enter any quarter. Almost all required freshman and sophomore subjects are offered every quarter.

## **Co-Education**

From its founding North Georgia College has been co-educational. Its women are not, of course, involved in any way in the military program, but an expanded curriculum provides for their needs in a special way, so that their time is almost as fully employed as that of the men.

## **The University System**

North Georgia College, as a senior member of the University System of Georgia, offers a varied program of studies leading to the A.B. and B.S. degrees. It is a fully accredited member of the Association of American Colleges, the Association of Military Colleges and Schools, the Southern Association of Colleges, and the Association of Georgia Colleges. Its work in the field of education is recognized and accredited by the Georgia State Department of Education. The quality of the training offered in all departments has long enjoyed national recognition. A significant number of its graduates attend academic graduate and professional schools; just as significantly, perhaps, is the fact that all its military graduates, as they move into active service, go to military graduate schools, where they maintain a constantly enviable record.



## **Military Training**

From the beginning North Georgia College has been a military college. It enjoys the distinction of being one of the few senior institutions in America which hold the MC rating, "essentially military," from the Department of the Army. This status has enabled a substantial percentage of graduates each year, who earn the title of Distinguished Military Graduate, to be offered commissions in the Regular Army on an equal basis with graduates of the United States Military Academy.

Although the reputation of North Georgia College as a military college is impressive, its reputation as a very thorough academic institution is even more jealously regarded by the administration and students alike. The American ideal of making it possible for every person to develop himself to the best of his abilities calls for an active life of civilian service, but has him prepared to rise to the defense of his ideal with professional training.

## **Military Policy**

All male students who pass the required college physical examinations must take the basic course in Military Science prescribed by the Department of the Army for R.O.T.C. during their freshman and sophomore years, except as outlined for certain veterans and seniors under the heading "Veterans' Program" below. Recognition is given to successful completion of junior R.O.T.C. work.

Upon completion of the basic course, qualified students apply for admission to the advanced course, and if accepted by the Department of the Army, will work toward a Reserve Commission at graduation. Such students receive the usual subsistence and uniform allowance of the Army. All others, except as provided for veterans under "Veterans' Program" and for special classes of students transferring from other colleges under "Transfer Students and R.O.T.C.," will carry Advanced Military Science with college credit but without government allowance.

Notwithstanding the exceptions indicated which excuse certain students from the R.O.T.C. courses, North Georgia is a military college and all male students are members of the Corps of Cadets. They are required (within the limits of physical ability



—those few who are disabled being excused by the college physician) to participate in the drills, ceremonies, formations, and activities of the Corps and are subject to the rules and regulations of the military life. Rewards, as well as responsibilities, are administered in an impartial and democratic manner, and veterans and other non-R.O.T.C. students are eligible and are encouraged to accept leadership positions in the Cadet Brigade. All male students are thus considered as military students and are treated on an equal basis with all others.

### **Transfer Students and R.O.T.C.**

Juniors who transfer from other colleges without military credit, but who pass the physical examinations, will take Basic Military Science, or in lieu thereof, offer for graduation an equivalent ten additional hours of approved electives.

Those who transfer to North Georgia College with Senior Class rank without credit in Basic Military Science are excused from R.O.T.C. work.

Transfer students are subject to the prevailing cadet system of control directed by the PMS and will attend college formations, including those for chapel and church.

### **Veterans' Program**

Veterans are cordially admitted to North Georgia College. They are admitted as regular students, interested in the usual program of the institution, when the regular admission requirements have been fulfilled. Special care is taken to assign a study schedule which they may carry with greatest success.

Those who have not had opportunity to meet the specific entrance requirements but who, by virtue of experience and maturity, may be able to profit by college life will be admitted as Special Students. These will be given aid through special conferences and individual help that they may meet full entrance requirements as promptly as possible.

While R.O.T.C. is required of all male students, a partial and temporary deviation from this regular policy is permitted veterans. Veterans with a minimum of twelve months of active duty in the armed services and an honorable discharge, upon written request at the beginning of a college year or at time of their enrollment, may be excused from R.O.T.C. classroom training.



However, all veterans now entering, except those who transfer with senior rank, together with all other non-R.O.T.C. students, are assigned to a rifle company or the band and are required to participate in the ceremonies, formations, and activities of the Corps, to include three hours of drill per week. This drill is required in order to promote unity among the Corps of Cadets. Students who drill but do not attend R.O.T.C. classes in Military Science will be given one quarter hour of college credit per quarter. (Note: Any student who at time of enrollment has passed his twenty-seventh birthday may be excused from drill and wearing the uniform upon approval by the Dean and P.M.S.)

Veterans who elect to take the advanced course of Military Science under government contract and fail to maintain the required grades will continue the course without government assistance during the remainder of the academic year.

### **Selective Service and Deferment**

Under the provisions of existing directives, all men are required to register at 18 years of age, reporting to their local board the fact of their enrollment in R.O.T.C. They must notify the P.M.S. of the number and address of their local board.

R.O.T.C. students who meet all qualifications will be deferred by the P.M.S. through administrative arrangements directly with the Draft Boards. Deferments will be issued to Freshman students following the successful completion of one quarter's work. No deferment will be granted a student if there is a known reason why he cannot ultimately qualify for appointment or if he lacks the desire to become an officer of the Army.

The Dean of the College will forward the proper form indicating college enrollment and academic standing to the draft board of all freshmen and other cadets not deferred on an R.O.T.C. deferment or whose R.O.T.C. deferments were cancelled. Local draft boards may at their option grant an academic deferment to the cadet concerned.



## **Health Service**

Every measure is taken to insure good student health. The College provides for its dormitory students the services of a physician and a full-time registered nurse for cases of usual or minor illness. This services includes necessary ambulance service for recumbent patients to the hospital within the state designated by the college physician. The College assumes no responsibility, however, for injuries received in voluntary or required activities, and neither does it assume responsibility for the cost of prescriptions, of necessary special nurses, for consultation and hospital expense in the more serious cases of illness and accident, nor for special X-ray work or surgery of any kind.

Students not living in College dormitories do not qualify for infirmary service.

## **Physical Examinations**

Before a student is admitted to North Georgia College he must take a physical examination. The family physician will make a report on a form supplied by the college.

As a precaution, students will be given such vaccinations and chest X-rays as authorized by the college physician.

## **Physical Education and Athletics**

The college considers physical fitness so vital to a completely satisfactory college life that provisions are made to include the maximum number of students in the maximum number of activities throughout the entire year. First of all, the ROTC program demands constant physical activity. There is a modest program of inter-collegiate sports. The company competition in a wide spectrum of sports is very keen, and the college prides itself on having a preponderant proportion of the student body constantly engaged in some vital physical activity.

All freshman and sophomore men and women take regular work in physical education; this work is supplemented for the women by competitive sports, such as archery, tennis, table tennis, shuffleboard, basketball, softball, volleyball, and hockey. This program calls for two scheduled periods a week. The work is conducted by the Director of Health and Physical Education and his assistants.



## **General Assembly**

Assembly is held on Wednesday mornings at 10:45 when called by the Dean. Attendance is required. When assembly meetings are called, they are by their nature important, whether for getting information to the entire student body or providing an unusual opportunity for cultural or entertainment programs.

## **Church Services**

Following the usual custom and practice prevailing in military colleges, Sunday morning "Church Formation" is held for all male students except those married students living with their families. Services of both Protestant and Catholic Churches are available in Dahlonga. Upon request to the Commandant of Cadets or the Dean of Women, students of Jewish faith may be excused from local church attendance to attend a church of their choice in a nearby city.

Students also have the opportunity to participate in such organizations as the YMCA and YWCA, the Wesley Foundation, the Baptist Student Union, the Westminster Fellowship, and the Newman Club.

Every year a special week is set aside as Spiritual Emphasis Week, during which time all the activities of the college focus on revitalizing the spirit of man and underlining the true nature of what is meant by a sound education.

## **Social Life**

The organization of the men into military companies and the presence of young ladies make a broad and effective social life possible. Many clubs and organizations of a social and professional nature provide opportunity for even more diverse social activity.

The administration of social policies rests with the Dean of the College, the Commandant of Cadets, and the Dean of Women.

A special social committee, composed of faculty members and students, plans the frequent informal social gatherings. The traditional formal affairs are the gala events which the students remember as the highlights of the year.



## **CAMPUS ORGANIZATIONS**

### **Brigade Band**

One of the outstanding features of North Georgia College is the College Brigade Band. Instruments are furnished by the college for about sixty-five parts. Certain instruments are furnished by the U. S. Government as part of the R.O.T.C. program. Some members of the band furnish their own instruments. To a student with musical ability, the band presents unusual opportunity for further training. Since the band schedule is under the direction of the Department of Military Science, participation in band work is recognized through appropriate military credit.

### **Biology Club**

The membership of this club is composed of students giving special emphasis to the biological sciences. Those particularly interested in the pre-professional study of medicine, dentistry, laboratory techniques, nursing, and general health compose the membership.

### **Glee Club**

The Glee Club offers to both cadets and coeds thorough training in choral expression. The club travels extensively, giving programs of both sacred and secular music. Although previous training in vocal technique and music rudiments is very desirable, membership is open to all students of reasonable ability and sincere interest.

### **College Orchestra**

The Orchestra provides music for various social functions, chapel, and evening programs.

### **Dramatic Club**

The Dramatic Club presents frequent amateur programs through the year. These include chapel skits, one-act plays, and evening performances. The club is a member of Alpha Psi Omega, a national honorary dramatic fraternity.



## **Business Administration Club**

The primary objectives of the Business Administration Club are the development of a greater awareness on the part of Business Administration majors of opportunities in their chosen province, broadening their knowledge of the training and skills requisite to success in positions in business and government and in graduate study, and fostering the growth of an esprit de corps within the area of study.

In achieving these objectives, the Club sponsor programs consisting principally of panel discussions conducted by students, and lectures and panels by representatives of industrial enterprises and faculty members.

Membership is limited to students majoring in business administration.

## **North Georgia College Chapter of Student Affiliates of the American Chemical Society**

North Georgia College has one of the approximately two hundred fifty chapters of the Student Division of the American Chemical Society. This Society has approximately 100,000 professional members. The purpose of membership is to acquire identity with the profession of chemistry, to discuss as a group those matters not suitable for classroom discussion with reference to chemistry as a profession. The affiliate has the privilege of attending the monthly meetings of the Georgia Section of the Society, of attending the National Society meetings, of wearing the student affiliate emblem and of receiving the weekly *Chemical News Journal-Chemical and Engineering News*. Any chemistry major (professional or non-professional) may belong to the Student Chapter.

## **The Forensic Senate**

The Forensic Senate offers to a select group of students the opportunity to improve themselves in the art of public speech and debate and in the technique of research. A number of chapel and intercollegiate debates are held during the year.

## **Home Economics Club**

This is an organization open to all students who take courses in home economics. The aim of the club is to afford students opportunity to become better acquainted with the social and pro-



fessional activities of home economics leaders, and also to provide for their own personal development through active participation in club programs.

### **Student N. E. A.**

Membership in the John C. Sirmons Chapter of Student N.E.A. is open to students whose chief vocational interest is teaching. Professional and social activities are sponsored in an effort to promote growth of individual members. Programs will be planned in such a manner that prospective teachers will have an opportunity to develop leadership qualities.

This organization supervises the Used-Book Exchange as a service to the entire student body.

### **Physics Club**

Through the activities of the Physics Club, students in physics have an opportunity to discuss and work on projects of common interest. Professional requirements discussed in the meetings lead to a clearer understanding of vocational opportunities in the field.

### **Radio Communications Club**

The Radio Communications Club is composed of students especially interested in amateur and experimental radio and electronics. The college amateur station of this group operates under the licensed call "W4PYM." Several radio transmitters and receivers are maintained for the use of club members, as well as electronics equipment which is used for experimental work.

### **Officers' Club**

The Officers' Club is composed of the Cadet Officers of the Brigade expressing a desire to enter. The purpose of this club is to provide an agency for the gathering and disseminating of information to the Cadet Corps as a whole. For the social benefit of the college, the Officers' Club sponsors at least one formal dance each year and co-sponsors the annual Military Ball held during graduation week.



## **Non-Commissioned Officers' Club**

The Non-commissioned Officers' Club draws its membership from members of the second and third classmen. The objective of the N.C.O. Club is twofold: first, to bring about unity of endeavor among the commissioned and non-commissioned officers of the Corps of Cadets; second, to acquaint the second and third classmen with the present and future policies, tactics, and equipment of the United States Army. Although social activity is not the main objective of the N.C.O. Club, it does, during the school year, sponsor social activities.

## **Varsity Letter Club**

The Varsity Letter Club is made up of those students who have won the official Varsity Letter. The Varsity Letter is granted to those students who comprise a varsity team, who have satisfactory scholastic averages, and who otherwise meet the requirements set up by the Athletic Committee for the sport in which the student participates.

## **Women's Recreation Association**

The Women's Recreation Association, sponsored by the Department of Physical Education and open to all coeds, is the largest organization for the college women. The Association, better known as REC Club, is divided into four teams which carry on intramural activities beginning in the fall with speedball and volleyball, continuing in the winter with basketball, and concluding in the spring with softball. In addition to these team sports, individual tournaments, such as tennis, table tennis, and badminton, are held. The social life of the young women at North Georgia College is enriched through participation in these different sports, hikes, parties, and dances, which comprise the all-inclusive program of REC Club.

## **Women's Rifle Club**

This organization is an increasingly popular campus activity for women. This club is a member of the National Rifle Association and competes in small-bore rifle matches with other universities and women's colleges having rifle teams. The college athletic letter and sweater are awarded to outstanding competitors in this sport.



## **Student Publications**

Two college publications are issued under the direction of the Students' Association and faculty advisers.

*The Cyclops*, the yearbook, is an annual pictorial record of student life.

*The Cadet Bugler*, a quarterly magazine, features creative writing, pictorial representation, and timely discussion of student affairs.

## **Alumni Association**

The Alumni Association of North Georgia College includes in its membership all students who have attended the college, many of whom are now outstanding leaders of the state. The purpose of the Association is to keep alive the traditions and memories of the college and to promote its welfare.



# **REGULATIONS FOR ADMISSION OF STUDENTS TO INSTITUTIONS OF THE UNIVERSITY SYSTEM**

## **General Statements**

A person who wishes to enroll as a student in North Georgia College should ask the Registrar of the College for application forms. When the Registrar receives a completed application form and the application deposit, he will then forward supplementary forms to the applicant to support the application. The applicant will also receive detailed instructions for completing the application. The applicant must: (1) have his own physician complete the North Georgia College Report of Medical Examination and return it to the college; (2) complete and return to the college the Pre-Admission and Guidance form and a small photograph; (3) secure personal recommendations from two reputable citizens who are personally acquainted with the applicant; (4) request the Educational Testing Service, Princeton, New Jersey, to forward directly to the college a report of the scores made on the College Board Scholastic Aptitude Test. The Registrar will write directly to the high school principal for the applicant's transcript. All of these forms must be in the office of the Director of Admissions at least 20 days before the registration date of the quarter the applicant proposes to enter.

The College reserves the right to refuse to accept applications at any time when it appears that students already accepted for the quarter for which the applicant wishes to enroll will fill the institution to its maximum capacity. The College also reserves the right to reject an applicant who is not a resident of the State of Georgia.

An applicant will be declared eligible for admission only upon satisfaction of the following requirements and compliance with the following conditions:

### **REQUIREMENTS AND CONDITIONS TO BE MET BY APPLICANT**

1. The applicant must be at least sixteen years old on or before the registration date and he must be of good moral character. The College shall have the right to examine and appraise the moral worth, character, physical fitness, and personality of the applicant. In order that this examination and appraisal may



be made, the applicant shall furnish to the College such biographical information as the College may request.

2. The applicant must show that he meets at least one of the following requirements:

(a) That he is a graduate of an accredited high school.

(b) That he has satisfactorily completed in an accredited high school at least sixteen units of work, as specified in Section 3 below.

(c) That he possesses a State Department of Education Equivalency Certificate and/or acceptable scores on the equivalency examination.

3. The required minimum of sixteen units of high school work must have been completed in the following fields:

English .....	4	
Mathematics .....	2	(one must be in Algebra)
Social Studies .....	2	
Natural Sciences .....	2	
Other academic units .....	4	
Others .....	2	

The College reserves the right to reject the credits from any high school or other institution notwithstanding its accredited status, if the College determines that the quality of instruction available at such high school or institution is for any reason deficient or unsatisfactory. Where there is a distinct division between the junior and senior division of the high school and when records are kept separately, the applicant must present twelve units from the senior division and in the following categories:

English .....	3	
Mathematics .....	2	(one must be in Algebra)
Social Studies .....	1	
Natural Sciences .....	1	
Other academic units .....	3	
Other units .....	2	

4. Applicants who qualify under No. 3 above must have a predicted grade point average which indicates that the applicant has the potential to pursue effectively the educational program at North Georgia College. The predicted point average is based upon the high school record, the College Entrance Board Test scores, and any other data determined by the Admissions Committee of the College.



5. Each applicant must take the College Board Scholastic Aptitude Test during the senior year and a report of these scores must be filed in the Registrar's office. Information regarding this test may be secured from the high school principal or guidance officer.

6. Each applicant shall be required to take any other test that may be required by the regulations of the College. The Registrar will inform the applicant of any such tests that may be required and of the time and place at which they will be conducted.

7. Each applicant for admission will be required to take a physical examination before he or she is accepted as a student. The applicant's family physician will make this examination and report to the College. Forms for the examination and report will be furnished by the Registrar. An applicant's registration cannot be completed until a report on the physical examination is made available to the officials of the College.

8. An application for admission must be accompanied by a deposit of \$25.00. If the applicant is not accepted as a student, the deposit will be refunded.

An applicant who, after applying, decides that he does not wish to enroll in the College may secure a refund of his deposit by requesting a refund as set forth under the section of this catalogue under the heading of Application-Breakage Deposit.

#### INSTITUTIONAL POLICIES REGARDING ADMISSION

1. When the application forms, College Entrance Board Scholastic Aptitude Test scores, and other required records of the applicant are found to be complete and in order, the applicant will be invited to the campus for a personal interview. After the interview the applicant's file will be evaluated in terms of his scholastic test scores and grades and of his potential ability to pursue successfully the program of work that he wish to take. The College will reject any applicant whose records and test scores do not show promise of success in the courses of study for which the applicant wishes to enroll.

2. If it shall appear to the admission officers of any institution that the educational needs of an applicant to that institution can best be met at some other institution of the University System, they shall refer the applicant to another institution.

3. An applicant will be accepted only when he shows that, in addition to promise of scholastic success, he is of good moral



character, that he possesses seriousness of purpose and a sense of social responsibility, and that he is qualified for growth and development in a college environment. The College reserves the right to reject any student who fails to show general fitness for college work. Also, since the Military Training program is an essential part of the North Georgia College program, the Committee must reject those applicants who lack the ability or temperament to successfully complete the Military Training.

A student rejected by one institution on grounds set forth in this paragraph will not ordinarily be accepted by any other institution in the System.

4. In order that the appraisal of a student's ability and fitness for college work may be as nearly accurate as possible, officials of the College will study carefully all information, including biographical data, that is submitted by the applicant. The officials of the College have found it desirable that each applicant be interviewed. Such an interview enables both the applicant and the College officials to discuss at length the applicant's preparation and suitability for admittance to the College. The Registrar will notify the applicant of the time and place which the interview will be conducted.

The Registrar may refer any application to the Admissions Committee of the College for study and advice. The ultimate decision as to whether an applicant shall be accepted or rejected shall be made by the Registrar, subject to the applicant's right of appeal as provided in the by-laws of the institution and of the Board of Regents of the University System. The Registrar shall as promptly as possible inform the applicant of the action taken upon his application.

### TRANSFER STUDENTS

All regulations applicable to students entering college for the first time shall be applicable to students transferring from other colleges, with the following exceptions:

1. A student transferring from another college need not ask his high school to send a transcript of his high school work unless requested by the Registrar to do so. He shall, however, ask the Registrar of the College that he last attended to send a transcript to the Registrar of the college to which he wishes to transfer. An applicant will not be accepted unless the transcript shows honorable discharge from the college last attended.



2. A student transferring from another college must show that at some time he has taken the College Entrance Board's Scholastic Aptitude Test or that he has taken some other equivalent test approved by the college to which he seeks admission. Scores on such tests must be submitted to the College.

3. A student transferring from one institution of the University System to another institution of the System will ordinarily be required to take only such tests as the latter institution requires of its own students at corresponding levels of attainment.

4. The College reserves the right to deny admission to any student applying for transfer when, in the opinion of the Registrar, the academic standards or admissions procedures for the institution(s) previously attended are not comparable to those existing at North Georgia College.

5. When a transfer applicant's eligibility is in question, the Registrar, at his discretion, will refer the total application to the Admissions Committee for review and certain recommendations.

6. Acceptance or rejection of each and every application will be determined by the Director of Admissions, subject to the right of appeal as provided in the by-laws of the Board of Regents of the University System.

7. The amount of academic credit that will be allowed for work completed in another institution within a given period of time may not exceed the normal amount of credit that could have been earned at the College during the same time.

8. Courses transferred for credit from other institutions of higher learning must have an over-all average of C. The College reserves the right to limit the amount of transfer credit accepted.

9. The total number of hours that may be earned toward a degree by either extension or correspondence courses, or both, shall not exceed forty quarter hours or eight academic courses completed on the college level. The College reserves the right to restrict further the acceptance of the above-mentioned type of credits.

10. Courses used as credits for a degree must have been completed within a period of ten years, beginning from the time the first credits were acquired until the time all requirements for the degree have been met.



### RE-ENTRANCE OF STUDENTS AFTER INTERRUPTED ENROLLMENT

Students who have previously enrolled at North Georgia College but have discontinued their enrollment for any reason must submit an application to re-enter. Such students will not be required to re-submit all records required of new students, but must submit an application and deposit to the Director of Admissions at least twenty days prior to the registration date for the quarter they propose to re-enter. They will be formally notified of their acceptance for re-admission.



# **ACADEMIC REGULATIONS**

## **College Honor**

At North Georgia College a sense of self-respect, dependability, and high honor prevails. Hence, any degree of dishonesty in academic or military work, or the giving or receiving of unauthorized help in any quiz, test, or examination, is regarded as one of the most serious offenses that can be committed against the honor of the college and the student group.

## **Credits**

Credits are expressed in terms of quarter hours. One quarter hour is the credit given for the work of one hour per week throughout one quarter. A course that is taken five times a week for one quarter is equal to five quarter hours. Laboratory science and some courses in home economics and business administration carry credit value of one hour for each lecture period and one hour for each required laboratory period. For each hour of recitation, two hours of daily preparation are expected.

## **Grading System**

The classroom and laboratory work of all students is graded by letters which may be interpreted as follows:

A	(90-100) Excellent
B	(80-89) Above average
C	(70-79) Average
D	(60-69) Unsatisfactory, but passing
F	( 0-59) Failure; must be repeated if in a required course
I	(Incomplete)
WP	(Withdrew Passing)
WF	(Withdrew Failing)

I indicates the withholding of a grade because of prolonged illness or by the consent of the Registrar or Dean. I must be removed within six weeks; otherwise, it automatically becomes F.

## **Changes in Grades**

APPROVAL OF THE DEAN. All grade changes must receive the approval of the Dean before such change may be recorded by the Registrar.



**GRADES OF INCOMPLETE.** Students receiving a grade of Incomplete are expected to consult with their instructor within the time limit specified above under *Grading System* and also to complete all necessary work prior to the end of six weeks of the next quarter.

**RE-EXAMINATIONS.** A student in line for graduation who makes a grade of F in his last year in an upper-division course necessary for his degree may have the privilege of one re-examination provided there is no opportunity to repeat the course and the approval of the Head of the student's major department and the Dean is secured. Grades in not more than two courses may be changed by this method. Any grade will be changed upon a written statement by the instructor that the grade reported was a factual error.

## **Changes in Program of Study**

Lower-division study programs are changed only by the permission of the Dean of the College. Upper-division study programs are changed only by written permission from the Head of the Department concerned and the Dean.

Unless for very exceptional reasons, all changes in study programs must be made during the first seven days of the quarter. A student who officially withdraws from a course during the first four weeks of the quarter will receive a grade of WP (Withdrawal, passing) or WF (Withdrawal, failing). The courses with grades of WF and F are included in computing grade-point ratio, but grades of WP are excluded.

Withdrawal from a course after the first FOUR weeks ordinarily results in a grade of F being entered on the permanent record. In very exceptional cases this grade may become WP upon the approval of the Dean.

Conflicts in schedule are resolved by the Registrar of the College. After registration is completed, courses cannot be dropped except through recommendation of the student's adviser and approval of the Dean. Students are held responsible for unauthorized changes of schedule.



## Quality Points

The value of each grade in quality points per quarter hour is as follows:

- A — 4 quality points per quarter hour
- B — 3 quality points per quarter hour
- C — 2 quality points per quarter hour
- D — 1 quality point per quarter hour
- F — 0 quality points

The grade point ratio is the grade average made by a student on all academic work for which he has enrolled. It is obtained by dividing the total number of quality points earned by the total number of academic quarter hours carried. Basic Military Science and Required Physical Education are not included.

When courses in which a student has made a grade of D or F are repeated, the last earned grade is the official grade, and the hours attempted and earned are counted only once.

For graduation, every candidate for a degree must complete a minimum of 185 quarter hours of academic work with 370 quality points, or an average of C. This is exclusive of Basic Military Science and Required Physical Education. The ratio of quality points to hours of credit cannot be less than two.

A grade of D represents work slightly above failure and does not constitute acceptable credit. Indeed, a grade below C actually delays or prevents class promotion and graduation.

## Classification of Students

A classification of students is made after a beginning student has completed three quarters on the campus of North Georgia College; thereafter at the beginning of each quarter. For enrollment in the Sophomore Class a student must have passed 40 quarter hours of work with a cumulative quality-point average of at least 1.5; in the Junior Class, 80 quarter hours with a cumulative quality-point average of 2.00; the Senior Class, 130 quarter hours with a cumulative quality-point average of 2.00.

## Grade Reports

**PRELIMINARY REPORT:** A preliminary report of the student's progress is sent to the parent or guardian of the freshmen and sophomores about four weeks after the beginning of each quarter.



**MID-QUARTER REPORT:** A mid-quarter report is sent to each student at his college address and one is also sent to the parent or guardian of the freshmen and sophomores.

**QUARTER REPORT:** At the close of each quarter, a report of the student's work during the quarter is sent directly to the parent or guardian.

**UNSATISFACTORY WORK:** During the quarter the Dean sends special notices to parents and guardians of students doing unsatisfactory work.

**REPORTS TO HIGH SCHOOLS:** At the close of the first quarter of each academic year, a report is sent to each high school showing the grades made by the freshmen entering the college from that school. This report is confidential and is used by high school principals and counselors for follow-up study.

## **Orientation Week**

The first week preceding classes in the Fall Quarter is known as "Orientation Week." All new students are expected to report on Sunday, on which day the dormitories are open to them for lunch. Their first appointment is at 8:00 p.m. on Sunday in the College Auditorium.

Sophomores and upperclassmen will not report until Tuesday. Registration of all students takes place on Thursday and class work begins on Friday.

During Orientation Week new students are introduced to the college atmosphere, the buildings, and the library; they also become acquainted with the North Georgia ideals and purposes. During this period required placement tests are taken, and a special effort is made to select for each student a program suited to his needs and preparation. The faculty and selected upperclassmen assist the new students in making the best possible start in college life.

## **Placement Tests**

During Orientation Week all freshmen are required to take general placement tests. These tests aid the administration in its counseling service and expedite the placing of students in appropriate class sections. Any student without satisfactory excuse for not having taken any test will be charged \$2.00 for each make-up.



## **Orientation of Transfer Students**

Transfer students classified as freshmen are required to report to the college at the same time as do other new students. All features of the Orientation Program which apply to beginning freshman students, with the possible exception of placement tests, apply equally to new students who come to North Georgia College with an insufficient number of transfer credits to be officially classified as sophomores.

### **Upon Arrival at the College**

Upon arrival in Dahlonega students should report:

(1) For room assignment—Young men to office of the Commandant; young women to the Dean of Women in Lewis Hall.

(2) For payment of bills—To the Comptroller's Office in Price Memorial Building.

(3) For the next meal—Dining hall, which is centrally located on the campus.

(4) For the first appointment—To the Auditorium for the first convocation, which all freshmen must attend, Sunday, 8:00 p.m.

(5) Books should not be bought until after the student attends his first day of class work. Uniform deposits are left in the Comptroller's Office.

### **Articles Brought From Home**

Dormitory rooms are furnished with single beds, mattresses, tables, chairs, and other necessary furniture, but each student must provide towels, a pillow, two pillow cases, four sheets, two blankets (for men, Army-type, olive drab), two laundry bags, bathrobe, and other personal articles. Special shoe requirements for cadets are explained on Page 40 under Articles of Uniform Equipment.

Should a cadet desire to ship packages, boxes, or trunks in advance of his arrival, he should ship them prepaid by express or otherwise via Gainesville, Georgia, to Commandant of Cadets, North Georgia College, Dahlonega, Georgia. Young women may ship such packages to Dean of Women, Lewis Hall, North Georgia College, Dahlonega, Georgia. Names of owners should be



printed or written on trunks, bags, or other packages in such a way that they will not be effaced in shipment. It is, of course, more satisfactory for the student to bring all such personal property at the time he or she comes to the college.

### **Requirements for Residence**

The following constitute the minimum scholastic conditions, exclusive of basic military science and required physical education, under which students can remain in the college. A student may, however, be dismissed for deficiencies in scholarship even though not automatically excluded under the provisions below indicated.

(1) A student must earn credit in at least one five-hour course to be eligible to register for the succeeding quarter.

(2) Any student who earns less than ten quarter hours' credit and fifteen quality points shall be placed on probation for the following quarter. This probation shall continue until a student has passed for one quarter a normal load of work of fifteen hours with thirty quality points.

(3) While on academic probation, any student who earns fewer than ten hours and ten quality points shall not be eligible to register for the following quarter.

(4) Failure to earn at least 50% of the quality points necessary for a C average in a normal load during any three quarters of a college year will cause a student to be ineligible to register for the following quarter.

(5) A student on probation must remove the probationary status while officially enrolled and attending classes at North Georgia College.

(6) A student on probation at the close of the Spring Quarter must attend Summer School at North Georgia College if he wishes to have an application considered for the Fall Quarter or any subsequent quarter.

(7) Students who fail to meet the above regulations because of illness or because of an approved sub-normal load may receive such special consideration as their cases merit.

(8) Students dismissed for defective scholarship may apply for re-admission after an absence of one quarter. After one such re-admission, a student is not eligible to apply.



## **Class Attendance**

Regular class attendance is required of all students. Absence from class or laboratory makes it difficult for students to maintain satisfactory academic progress.

Excused absences are permitted when emergencies arise and undue hardship would be experienced by the student in attending class or chapel. Excuses for absences are given for trips when students are traveling as representatives of the college, for illness certified by a physician, the Commandant or the Dean of Women, when there is a death or critical illness in the student's family, and when the student is on special duty approved by the President of the college. Absences are excused by the Dean of the College, the Dean of Women, the Commandant, and the College Physician.

When absences occur, the student is responsible to his instructor for making up all work missed.

## **Student Load**

A normal or average schedule for a freshman or sophomore is fifteen hours. This does not include basic military science and physical education.

The normal or average schedule of class work for junior and senior men is eighteen quarter hours (advanced military science included); for women, fifteen quarter hours.

A freshman student whose high school record and entrance tests indicate inadequate preparation will be required to carry a reduced load as long as deemed necessary.

## **Work-Load Variations**

Should a student wish to carry a schedule other than the normal load, written request may be filed:

(1) For a minimum of ten credit hours.

(2) By students who (a) have been on the Honors List for at least two successive quarters immediately preceding; (b) have earned an average of 4.00 on the work of the preceding quarter.

(3) By seniors who can otherwise qualify for graduation and the degree may increase the schedule a total of ten (10) hours, provided the extra hours are distributed over the last three quarters.



In no case can a student receive credit in excess of twenty-one (21) hours a quarter, exclusive of basic military science and basic physical education.

### **Reduction of Credit**

After a student has earned 120 quarter hours' credit, the following applies to certain lower-division courses:

(1) Only three (3) quarter hours' credit may be earned in any of the following courses:

Biology 101, 102

Chemistry 100, 101

English 101, 102, 200, 201, 202

History 101, 102, 204

Mathematics 111, 206

Physics 120, 121

Political Science 201

Any Modern Language 101, 102 if they are carried as a language requirement.

(2) This rule does not apply to students repeating the courses listed above or to teachers-in-service.

### **Eligibility for Extra-Curricular Activities**

To be eligible for intercollegiate and off-campus extra-curricular activities, the student must pass during the preceding quarter, and with an average of C, at least ten of the fifteen hours of the usual normal load. However, a student with at least one C whose grades showed marked improvement for the last half of the preceding quarter and who maintains an average of C beginning with the first grade period of the current quarter may be declared eligible under probation. Such eligibility becomes effective only after first reports are established.

The special eligibility requirements for editor or business manager of student publications is an average of C for the preceding quarter. This applies both for appointment and for continued tenure.



# **HONORS AND AWARDS**

## **Honors List**

Students who have no grade lower than B on a normal academic load and are satisfactory in basic military science and physical education will be placed on the Honors List for the succeeding quarter.

An Honors Day program is held during the Spring Quarter in recognition of those students who are on the Honors List for the two preceding quarters.

## **Scholastic Honor Bars**

In recognition of substantial scholarship, Scholastic Bars as listed below are awarded at a public ceremony in October to members of the various classes who are on the Honors List for three consecutive quarters.

Red Bar to members of the Freshman Class

White Bar to members of the Sophomore Class

Blue Bar to members of the Junior Class

---

Gold Bars will be awarded to members of the Senior Class during Commencement Week

## **Senior Honors**

A student is graduated Summa Cum Laude if all grades earned throughout his college career are B or above and the grade ratio is 3.9; Magna Cum Laude if all grades earned throughout his college career are C or above and the grade ratio is 3.45; Cum Laude if all grades earned throughout his college career are C or above and the grade ratio is 3.00. The above applies to students who have completed all of their college work at North Georgia College.

Transfer students, who have been in residence for at least the junior and senior years and have established the following grade ratios, may be graduated with senior honors: Summa Cum Laude, 3.9 with no grade below B; Magna Cum Laude, 3.7 with no grade below C; Cum Laude, 3.25 with no grade below C.



## **Honors Program**

The college offers an honors program in a number of departments. Students demonstrating superior abilities are privileged to enroll in special courses designed to make the maximum use of their capacities.

### **Nu Gamma Scholastic Honor Society**

Distinction of membership in this society is conferred upon certain students who rank in the highest ten percent of their class with qualifications stated in the by-laws of the society.

### **Zeta Phi History Honor Society**

Zeta Phi is the local chapter of Phi Alpha Theta, the national honor society in history. Students whose grades average above B in all history courses, whose grades average B or above in two-thirds of all other courses, and who rank in the upper 35% of the class may be elected to membership in this national scholarship fraternity.

### **Nu Pi Dramatic Honor Society**

Nu Pi is the local chapter of Alpha Psi Omega, a national honorary dramatic fraternity. The fraternity does not take the place of the regular dramatic club; but as students qualify by participation in various phases of dramatics, they are rewarded by election to membership in this society.

### **American History Award**

The American History Award is made each year in honor of the graduates and former students of North Georgia College who have served their country in the Armed Forces. This award is presented to the student who has the highest average in at least three American history courses of the upper division.

### **Clark Mathematics Medal**

This medal was donated to the college about seventy years ago by the late Hon. Harlow Clark. It is annually awarded to the student who establishes the highest scholastic average in mathematics above Mathematics 105 and including Mathematics 345.



### **Hawkins Citizenship Award**

This award, in the form of a key, is given each year to a graduating senior, selected by the entire faculty, who has been outstanding in general campus citizenship. The senior's name is engraved on a plaque which remains with the college in honor of those who have been selected.

This award was made possible by H. E. Hawkins of the Class of 1933 as a token of his appreciation to the college faculty during the years of his attendance at North Georgia College.

### **Forensic Senate Award**

Each year the Forensic Senate awards a plaque to the student who is outstanding in written or oral communication. The award is open to students excelling in radio work, dramatics, public speech, journalism, or research.

### **Good Conduct Bars**

This bar is awarded to cadets at the end of their first year, based upon their compliance with regulations formulated by the Professor of Military Science and the Commandant of Cadets.

### **Public Speaking Award**

A cash award is annually awarded at Commencement to a student selected for excellence in public speech.

### **Siler Scholarship Plaque**

This award is presented annually to that student who has earned the highest quality-point ratio in his or her academic record while in residence at North Georgia College. The plaque is awarded with the provision that not less than 75 quarter hours have been earned in North Georgia College. In case of non-seniors, the Spring Quarter of the Commencement at which the award is made will be excluded.

### **Business Administration Achievement Award**

Annually during commencement activities the Business Administration Club awards a silver medallion to the business administration major graduating with the highest academic standing.

This academic standing is determined by the quality-point ratio for the entire college study program, a minimum of one-half of which must be completed at North Georgia College.



## COLLEGE EXPENSES

North Georgia College, one of the senior units of the University System, furnishes four years of college training at the lowest possible cost. There is no charge for tuition; matriculation, activity, and health fees are quite nominal. The college dining hall furnishes balanced and nourishing meals.

Personal expenses for both men and women may be kept as low as the individual students and parents wish; every condition favors economy.

Board, room rent, and fees are due and payable each quarter at registration. Any deviation from this plan of payment must be by special arrangement with the Comptroller. Books, uniforms, and gym clothing must be paid for at the time they are issued, which is usually prior to or immediately following registration. Checks and money orders should be made payable to North Georgia College.

Following is a complete table of all costs at North Georgia College. This has been prepared in such a manner that the average student can immediately determine his total costs. Special cases, such as out-of-state students, may find their costs by reading the detailed description of each charge which follows the general tabulation.

ALL FEES, BOARD, ROOM RENT, AND OTHER CHARGES ARE SUBJECT TO CHANGE AT THE END OF ANY QUARTER.

### SUMMARY OF COSTS

1962-1963

Regular Charges	Fall Quarter Charges Due Sept. 16, 1962	Winter Quarter Charges Due Jan. 2, 1963	Spring Quarter Charges Due Mar. 20, 1963
Matriculation Fee .....	\$ 60.00	\$ 60.00	\$ 60.00
Health Fee .....	6.00	6.00	6.00
Activity Fee .....	8.00	8.00	8.00
Board .....	129.00	129.00	129.00
Room .....	60.00	60.00	60.00
Total Regular Charges	\$263.00	\$263.00	\$263.00

An Application-Breakage Deposit of \$25.00 is required of all students with application for admission.



## COLLEGE EXPENSES

35

Other Costs (Includes sales tax):

Military Uniforms (Freshman Men) .....	\$206.00
Gymnasium Uniform (Freshmen Women) .....	7.25
Swimming Pool Suit (Freshman Women) .....	5.15
Books and School Supplies, \$25.00 per quarter average.	
Personal expenses vary widely, but can be held as low as desired.	

Special Charges	Amount	When Due
Out-of-State Fee .....	\$100.00	Each quarter
Graduation Fee .....	7.50	April 1 of graduation year
Transcript Fee .....	1.00	Each copy over one
Unauthorized Class-cut Fee .....	2.00	Each day guilty
Special Make-up Examination Fee .....	2.00	Each as taken
Late Registration Fee .....	3.00	First day and \$1.00 each for the second and third days.

### Explanatory Notes

#### Note No. 1

For some years now, North Georgia College has offered its patrons a special monthly payment plan for college fees, board, and room. This has proven quite helpful for many of our parents. In order to meet requirements of the Board of Regents that all expenses be pre-paid, our monthly payment plan will begin on July 15 and run through March 15. In this way expenses will be completely pre-paid at the beginning of each scholastic quarter.

Date	Amount
July 15, .....	\$93.00
August 15, .....	87.00
September 15, .....	87.00
October 15, .....	87.00
November 15, .....	87.00
December 15, .....	87.00
January 15, .....	87.00
February 15, .....	87.00
March 15, .....	87.00

#### Note No. 2

Military and gymnasium uniforms, books, and supplies must be paid for at the time of issue.

#### Note No. 3

Students and parents are expected to take notice of due dates on all payments and to pay promptly without further notice or request. Students who enter in January or March and wish to pay monthly must start such payments in advance of registration so that three payments will have been made prior to registration.



## **Matriculation, Health, Activity Fees**

All students pay the established Matriculation and Activity Fees, and all dormitory students pay the Health Fee. These fees cover all laboratory and other general fees of the college. Each student is entitled to admission to all college programs, including concerts, week-end movies, dramatic productions, and all athletic events.

## **Board and Room**

Board, room rent, and fees must be paid in advance at the beginning of each quarter or by a special monthly plan which is explained in Note No. 1 of the General Cost Summary. By order of the Board of Regents, open accounts cannot be carried.

## **Cost of Books**

The estimated cost shown for books is based upon the average experience. Cost of books after the initial purchase may be considerably reduced should the student wish to sell his used texts. These generally bring about two-thirds of the original price. Used books should not be purchased without first checking prices and editions in the bookstore.

## **Special Fees**

Since North Georgia College is a tax-supported institution, a special fee is charged to out-of-state students.

The Graduation Fee covers the cost of the diploma and the rental of cap and gown. This fee is paid 60 days prior to graduation.

One transcript of college credits will be furnished without charge. A Transcript Fee of one dollar will be charged for any additional copy.

Certain Penalty Fees are necessary and are assessed for late registration, unauthorized absences from class, and special examinations. Details of these conditions will be found on Page 35 under the heading "Special Charges."



## **Application-Breakage Deposit**

### **NEW STUDENTS:**

The application-breakage deposit of \$25 is required of all new students with the application for entrance to North Georgia College and must be submitted at least twenty days prior to the date of registration. The application blank will be found on the last page of the catalogue. This is a reservation deposit to assure accommodations being available for each student. Rooms are reserved in the order in which the application and advance deposits are received. Since requests for rooms normally exceed accommodations, students are urged to forward applications as early as possible. Should attendance become impossible, the deposit will be refunded upon request, provided notification of cancellation is received prior to July 1 for fall quarter reservations, prior to December 1 for winter quarter reservations, and prior to March 1 for spring quarter reservations. If cancellation notification is not received prior to dates above and the student fails to register for the quarter for which reservation has been made, the deposit is forfeited. Acceptance of an application deposit does not in any way imply qualification of the applicant or approval for admission to North Georgia College.

### **RETURNING STUDENTS:**

Should attendance become impossible, the application-breakage deposit will be refunded to returning students provided notification of cancellation is received by July 1 for the fall quarter or before leaving school at the end of any quarter while in attendance.

### **ALL STUDENTS:**

Each student is responsible for his own room and its furnishings and also for all other items of college property such as library books and laboratory equipment. Breakage tickets must be promptly paid at the Comptroller's Office. The application-breakage deposit is paid at the time of the student's application to North Georgia College and is held throughout the student's enrollment period. The deposit is subject to reduction for unpaid charges and is returnable upon regular withdrawal or graduation. In case of irregular withdrawal, the deposit is forfeited.



## **Refunds**

Formal withdrawal must begin with a written approval from the Commandant or Dean of Women. At the time this approval is granted, specific instructions will be given for the student to complete his formal withdrawal. Any deviation from this procedure will be considered as an irregular withdrawal with forfeiture of the application-breakage deposit.

In the case of formal withdrawal, refund of Matriculation Fee may be made on the following basis:

- (1) Withdrawal during one week following the scheduled registration date, a refund of 80% of the Matriculation Fee paid for that quarter;
- (2) Between one and two weeks, 60%;
- (3) Between two and three weeks, 40%;
- (4) Between three and four weeks, 20%;
- (5) After four weeks, no refund.

No refund can be made on the Activity or Health fees.

In case of withdrawal, refund on board and room may be made on the number of full weeks remaining in the quarter.

In case of excused absence, refund on board, not room, may be given on that part of the student's absence which is in excess of two weeks.

Refunds in excess of \$25.00 are sent directly to parents or applied as credits to the student's account. Exceptions to this rule may be made in cases of students over 21 years of age paying their own expenses.

## **Boarding Student Defined**

All students will be classified as boarding students unless they live in home of parents or other close relative. All boarding students will be required to live in the college dormitories and to take their meals in the College Dining Hall.

## **Government Allowances**

All students formally enrolled in military science classes at North Georgia College receive cash allowances to apply against purchase of the required uniform. This allowance is received



directly from the Federal Government, and the amount is determined each year by the Department of the Army.

Advanced-course students now receive a monetary allowance of approximately \$27 per month in lieu of subsistence. This, together with uniform allowances, plus full-degree credit, makes advanced military science an attractive proposition. Veterans formerly enrolled in R.O.T.C. classes are paid these government allowances in addition to their usual benefits under the G. I. bill. These uniform allowances for the full four years are usually sufficient to pay for the entire college uniform but are not available for initial purchases of basic uniforms.

Final settlement on uniform allowances cannot be made prior to the date a student withdraws from college; however, earned allowances are credited to the student's account and are available for purchase of additional uniform. All men are required to deposit the full amount necessary for uniforms and not depend on the uniform allowance for articles of basic uniform needs. Not only is this wise from the standpoint of uniform needs, but the amount of final settlement of uniform allowances on a cash basis depends upon this procedure or other proof of actual uniform purchase.

### **Military Uniforms**

The distinguishing mark of a North Georgia College cadet is the college uniform, proudly worn at all times as a symbol of his chosen college.

Since civilian clothes are not worn, entering male students should bring to the college only the suits they wear. The use of the regulation college uniform effects a decided economy in clothing costs, including, as it does, the major items of wardrobe expense except for black shoes, handkerchiefs, and underwear.

If the student takes reasonable care of his clothing, the Government uniform allowance is adequate to take care of his necessary clothing for the full four-year term.

All physically qualified male students, except those who transfer with Senior Class rank, will wear the prescribed college uniform, except that non-R.O.T.C. veterans may be permitted to wear an acceptable army uniform, provided their request to do so is approved by the Professor of Military Science. The requirement of wearing the uniform does not apply to students transferring for summer work only or to teachers-in-service studying at the college.



## Articles of Uniform Equipment

The regulation uniform for fall, winter, and spring includes one wool blouse, one wool classroom jacket, two pairs of wool trousers, one wool service cap with rain cover, one pair of black leather gloves, one field jacket of drawstring type, four khaki trousers, six khaki shirts, two poplin shirts, one field cap, three ties, one black web belt, three pairs of white gloves, one pair of black military boots, six pairs of black socks, cap and collar ornaments, one white scarf, two fatigue uniforms, a military raincoat, and physical education clothing.

Each cadet, at the start of his sophomore year, will be issued a white dress uniform. The cost of this issue will come from U. S. Uniform Allowance for all cadets formally enrolled in military science classes.

A student entering for the first time in the spring or summer quarter is advised to purchase the entire uniform; however, if necessary, he will be permitted to delay purchase of the woolen articles until fall. The Federal Government furnishes one fatigue uniform and the field jacket, but the cadet must buy all other articles. This issue by the Federal Government enables the college to reduce the uniform cost to a minimum figure.

One pair of black shoes must be furnished extra by the cadet and may be purchased before coming to the college or ordered through the college after arrival. These may be plain-toe, low-quarter shoes of conventional army type. Informal shoes of the so-called "loafer" type are not acceptable.

## Purchase of the Uniform

Since the design and color of the North Georgia College uniform is a mark of distinction and pride, new students are advised to buy the uniform from the college canteen. Students should come to the college prepared to purchase the uniform at the time of entrance. Measurements are taken within five days after registration. The full price must be deposited with the Comptroller's Office, and any unused portion of this uniform deposit will be held for future purchases subject to refund on request from the parent any time after the first quarter closes.

Any article of uniform not purchased at the college canteen must be checked and approved by the assistant canteen manager under regulations provided by the Professor of Military Science.



(Articles presented for approval must be identical to articles sold by the college.) Acceptable uniform articles, as a rule, may not be purchased from other sources at as low a cost as provided here at the college.

## **Gymnasium Uniforms**

Freshman and sophomore men, and upperclassmen who elect to take the work, are required to wear gym uniforms for physical training classes — shorts with T-shirts or warm-up suits, and rubber-soled gym shoes. Uniform shorts, warm-up suits, and bathing trunks are included in the uniform issue. Cadets are advised to bring T-shirts and gym shoes from home, but they may be purchased through the college after arrival.

Each young woman, for use in physical education, must provide herself with the regulation college gymnasium suit, the regulation college swimming pool suit, tennis slippers or shoes, and white socks. Gymnasium and swimming pool suits will be ordered through the College Canteen after measurements have been taken. Students are asked to furnish tennis shoes if they can secure them. If not, shoes will be ordered through the Canteen. Students will furnish their own tennis rackets and balls. It would be well to bring extra gymnasium shorts and slacks.

## **Canteen**

The North Georgia College Students' Canteen, located on the ground level of the Academic Building, is operated for the convenience of students and faculty. Here are sold soft drinks, sandwiches, other refreshments, and school supplies. In this area also is located a central TV lounge, uniform-sales area, and the bookstore and classroom supply sales area.

The John C. Sirmons Chapter of the Student N.E.A. manages a used-book exchange for the convenience of students.

The Business Administration Club sponsors and operates a used-uniform exchange.

There is provided in each dormitory a branch canteen operated by the students for their convenience during the evening hours when the main canteen is not open. Automatic soft-drink and milk machines are also provided in each dormitory.

The canteen also accommodates the college post office where mail is deposited and distributed. A box is available for each



student and all students are assigned a box number regardless of their places of residence in Dahlonega. Each student is required to check his post-office box daily for communications from various departments of the college as well as for outside mail. The correct address will be: the student's name, N.G.C., Box —, Dahlonega, Georgia.

### **Entertainment of Guests**

Students may entertain guests in the dining hall by making previous arrangements with the dietitian. The charge is 75 cents for each meal.

### **Personal Deposits**

It is recommended that each student deposit personal funds in the local bank. The college is not prepared to handle personal funds for students.



## **LOAN FUNDS**

### **Charles McDonald Brown Fund**

The purpose of the Charles McDonald Brown Loan Fund is to aid worthy young men who are unable to pay their way through college. The applicant must be at least eighteen years of age, in good health, and of proven intellectual ability. Students must reside in one of the following counties: Rabun, Habersham, Union, Towns, Fannin, Dawson, Murray, White, Lumpkin, Gilmer, Pickens, Cherokee, Forsyth, Stephens, Banks, Hall, Madison, and Hart in Georgia, and Oconee, Anderson, and Pickens in South Carolina.

All applications for a Brown Fund loan should be sent to the chairman of the committee, Mr. H. H. Gilbert, Jr., Dahlon-ega, Georgia.

### **Moore Loan Fund**

This fund was donated by Mr. John H. Moore of Dahlon-ega, formerly a trustee of the college. The purpose of the fund is to provide a limited number of students with that portion of their expenses which they are unable to furnish in cash. Preference is given the graduates of the local Lumpkin County High School. Loan notes bear 4% interest on unpaid balances from date of loan and must be endorsed by two responsible persons. Applications for aid from the Moore Fund should be made to Mr. H. H. Gilbert, Jr., Dahlonega, Georgia

### **Pickett and Hatcher Educational Fund**

The late Mr. Claud A. Hatcher of Columbus, Georgia, created an educational loan fund for the purpose of aiding a large number of worthy students in securing courses in broad liberal college training. Loans are available for students of all classes. Limitations prevent loans being granted to students of law, medicine, and for the ministry.

Applications and requests for additional information should be addressed to Pickett and Hatcher Educational Fund, 215 First National Bank Building, Columbus, Georgia.



### **Senior Loan Fund**

Several senior classes have contributed to a fund to assist members of any current senior class. Loans bear no interest, but those aided usually make a contribution to the fund to help someone else.

### **National Defense Student Loan Fund**

North Georgia College is participating in the National Defense Student Loan Fund as authorized by the National Defense Education Act of 1958. Since the general provisions of these loans have been widely publicized, they are not detailed here. Complete information may be secured from Mr. H. H. Gilbert, Jr., Chairman, Student Loan Committee.

### **Colonel William Manning Smith Memorial Loan Fund**

The purpose of this fund, established in 1960, is to aid men of the junior and senior classes of North Georgia College.

### **Regents' Scholarships**

The Board of Regents of the University System of Georgia receives from the State certain funds from which scholarships may be granted to residents of Georgia attending institutions of the University System. These scholarships were established for the purpose of assisting students of superior ability who need financial aid in order to attend college. The scholarship program is administered by the institutions of the University System in accordance with policies established by the Board of Regents. A student who wishes to apply for a scholarship should direct his application to the Director of Student Aid, North Georgia College, Dahlonega, Georgia.



## **PERSONNEL SERVICES**

### **Counseling and Testing Service**

The student Counseling Office is an agency that is devoted almost exclusively to counseling with students on their educational, vocational, and personal problems.

The College seeks to have each individual become familiar with a wide range of information about himself: his interests, his abilities, and his plans for the future. The Counseling Office offers facilities which are helpful in acquiring this information. These facilities are available to all students without charge.

### **Orientation of New Students**

Orientation of new students is under the direction of the Director of Guidance. Normally, this association is continued until the student chooses his field of concentration. The Head of the Department in which the student chooses a major field then becomes the adviser.

### **Placement Service**

The placement service of North Georgia College is organized for students and graduates of the college and for employers who seek college trained personnel. Each year the college arranges interviews for well-known firms and institutions visiting the campus. Through contacts with business organizations and graduates, opportunities for employment are called to the attention of the student body.



# REQUIREMENTS FOR GRADUATION

## Degrees

The college offers sequences of courses leading to the Bachelor of Arts and the Bachelor of Science degrees.

## Basic Curriculum

The requirements of the lower division years total approximately 90 quarter hours, exclusive of basic military science for men and physical education for women. This Basic Curriculum, unless so stated elsewhere, is required of lower-division students. The successful completion of 80 of these basic hours with a total of 160 quality points is prerequisite to upper-division standing.

English .....	20 quarter hours
Social Science .....	15 quarter hours
Mathematics .....	10 quarter hours
Science .....	15 quarter hours
Modern Language; until completion of degree requirements or specific requirements of degrees not requiring language .....	10-20 quarter hours
Approved Electives .....	15-20 quarter hours
Total .....	90 suarter hours

Language, where required for the degree, unless so stated elsewhere, should be started by the beginning of the second year. Any language exemptions earned through high-school language credit may be utilized for additional electives.

## Language Requirements

PLACEMENT TESTS. Students offering two high school units in a modern foreign language will take a placement test in that language. A passing score will entitle admission to the third course of the language offered for entrance, thereby reducing foreign language degree requirements to 10 hours in college. A student may enroll for elementary courses of a language studied in high school only by permission of the department; in such cases courses 101-102 are not credited until courses 211-212 are completed.

BACHELOR OF ARTS DEGREE. The modern language requirement is twenty (20) quarter hours. Students who are permitted to continue a high school language meet this requirement with ten (10) hours in courses 211-212.



**BACHELOR OF SCIENCE DEGREE.** The modern language requirement is fifteen (15) quarter hours. Students who are permitted to continue a high school language meet this requirement with ten (10) hours in courses 211-212. Whenever a student is permitted to take courses 101-102 in a language in which he offers two (2) high school units, he is required to take courses 101, 102, 211, and 212 (20 hours) in that language.

## **Majors and Minors**

By the time a student has accumulated ninety quarter hours' credit and one hundred and eighty quality points, he should have decided upon a major field of concentration. At least fifty quarter hours' credit must be successfully completed in this field of concentration. Courses required in the basic curriculum may not be used in the major field of concentration.

Within this field, under the direction of the department head, the student selects a departmental major of at least thirty quarter hours and a closely related departmental minor of at least twenty quarter hours. In business administration, home economics, physical education, elementary education, and higher-grades education the major and minor are in the same field, each leading to the Bachelor of Science degree.

Related major and minor fields for the Bachelor of Arts degree are English, economics, history, languages, mathematics, and psychology. Related major and minor fields for the Bachelor of Science degree are biology, chemistry, economics, mathematics, physics, and psychology.

The student must maintain a minimum average of 2.00 in his field of concentration and take at least fifteen hours in his major subject in the senior year.

In the field of concentration program, both required and elective courses must be approved by the student's adviser and by the Dean. The program then becomes a requirement for the degree. All approvals must be in writing and filed in the Office of the Registrar.

No major or minor may be changed without written recommendation from the major professor and approval by the Dean. Such changes will usually not be permitted later than the third quarter of the junior year. The change will probably result in loss



of credit required for the degree and may necessitate an additional quarter or more to meet the full outlined requirements of the proposed new program.

A standard, three-year, pre-medical program is offered, but the degree of Bachelor of Science may be conferred upon the completion of the fourth year of pre-medical work. The degree may also be awarded upon the full completion of the first year's work in a standard, approved school of medicine.

A standard, three-year, pre-medical technology program is offered. The Bachelor of Science degree may be awarded upon the completion of one year's study in an approved institution and the approval of the American Association of Clinical Pathologists.

### **Candidacy for the Degree**

Membership in the Senior Class does not within itself imply candidacy for the degree. Before the degree can be conferred all indebtedness to the college must be met and the published requirements for the particular degree fulfilled. Responsibility for meeting these requirements rests upon the student, and each candidate should check with the Registrar and also the Dean of the College his program for graduation. A final checking with each official should be made at the beginning of the student's last quarter. Failure to meet these obligations will cause the student to assume responsibility in case of error or omission in his program.

### **Application for Degree**

Formal written application for the degree must be filed with the Registrar at least six weeks before the student expects to complete the outlined degree requirements. Special forms for this application may be secured from the Registrar.

### **Requirements for the Degree**

For the Bachelor of Arts or the Bachelor of Science degree the student must complete the requirements of the basic curriculum, must fulfill the major and minor requirements, and offer sufficient approved elective courses to bring the total number of credit hours to at least 195. These hours include: basic military science and physical education (10 hours) required of freshman



and sophomore men; and work in physical education required of freshman and sophomore women (10 hours).

As a part of the required 195 hours, all men must offer 18 hours in advanced military science unless excused because of physical disability or, in the case of veterans or advanced transfer students, exemption has been requested and received.

If, because of physical disability or other reason, a student is excused from basic military science or physical education, a like number of academic hours must be substituted.

A Georgia law requires that all candidates for the degree pass a written examination on the Constitution of the United States and the Constitution of Georgia unless exemption has been earned through credit in courses dealing with these constitutions.

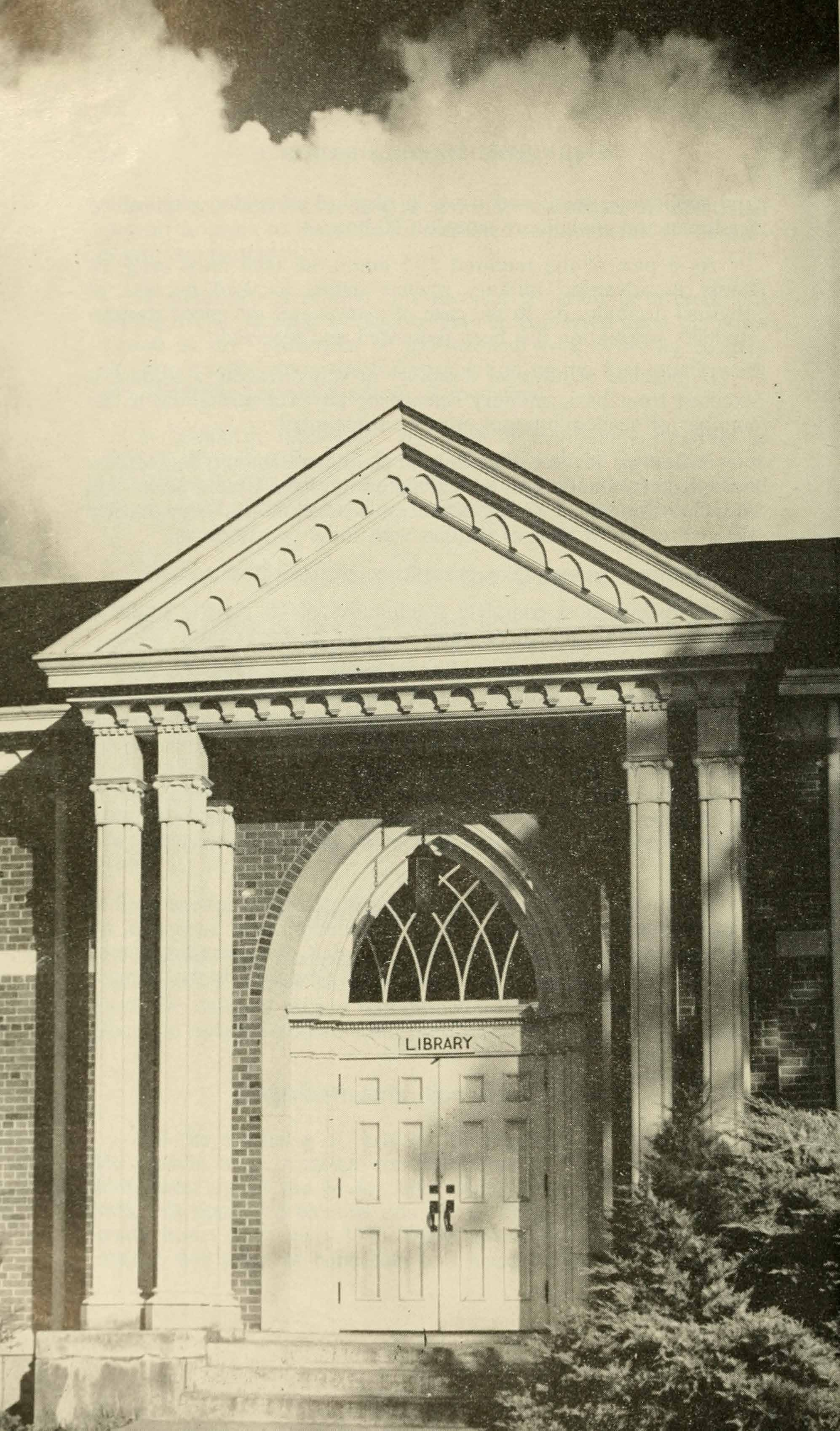
Required courses take precedence over elective courses.

A student must complete a minimum of 45 quarter hours in residence during the three quarters prior to graduation.

Graduation depends upon quality of work done as well as quantity. Every candidate for the degree must complete at least 195 hours of academic work, basic military science, and physical education. In these hours of academic work, each candidate for the degree must earn 370 quality points. A minimum average of C must be maintained during the last three quarters, regardless of the number of quality points previously earned. Not more than twenty-five per cent of the credits for graduation may be of D grades.

No student may be declared a graduate of the college until all requirements for entrance and for graduation have been met, the degree conferred, and the diploma awarded. Each candidate must be present at graduation unless excused in writing by the Dean.







# COURSES OF STUDY

## BACHELOR OF SCIENCE DEGREE

(WITH A MAJOR IN BIOLOGY)

(Course Requirements)

English 101, 102, 200 and 201 or 202, or 105H, 200 201, 202 .....	20 hours
Mathematics 111, 206 .....	10 hours
Modern Language (see requirements, Page 46) .....	15 hours
History 101, 102, 204 .....	15 hours
Philosophy 308 .....	5 hours
Science (in addition to major and minor) .....	20 hours
Political Science 201 .....	5 hours
Psychology 201 .....	5 hours
Basic Military Science or Physical Education .....	10 hours

A major in biology consists of eight (8) courses chosen from the following under the direction of the head of the department: 220, 221, 222, 320, 321, 322, 323, 324, 343, 400, 401, 402, and 426 .....	40 hours
Minor (chosen from other fields listed on Page 47) .....	20 hours
Electives .....	30 hours

BIOLOGY 101. GENERAL BIOLOGY 5 hours

*Fall, Winter, Spring Quarters and Summer Term.*

An introductory course presenting the fundamental principles of biological sciences as revealed by a study of selected plants and animals. Histology, anatomy, and physiology are stressed. Laboratory work includes the use of the microscope, a brief survey of the major groups of plants and animals, and the dissection of a vertebrate. Four lectures and two hours of laboratory per week.

BIOLOGY 102. GENERAL BIOLOGY. 5 hours

*Fall, Winter, Spring Quarters and Summer Term.* Prerequisite: Biology 101.

A continuation of Biology 101, dealing with reproduction, embryology, genetics, evolution, ecology, and communicable diseases. Four lectures and one two-hour laboratory period per week.

BIOLOGY 220. INVERTEBRATE ZOOLOGY 5 hours

*Fall Quarter.*

An introductory course, preceding other courses in the department, in which the fundamental facts of the structure and activities of lower animals are stressed. The students will acquire technique of dissection and learn to use the microscope. Four lectures and one three-hour laboratory period per week.



## BIOLOGY 221, 222. (BOTANY)

5, 5 hours

*Fall and Winter Quarters.*

A survey of the plant kingdom with emphasis upon the economic plants. Botany 221 deals primarily with the structure and physiology of seed-bearing plants. Botany 222, a continuation of Botany 221, places emphasis on development, reproduction, and relationships. Four hours of lecture and five hours of laboratory per week.

## BIOLOGY 320. GENETICS.

5 hours

Not open to freshmen.

Elementary principles of heredity and their relationship to plants and animal breeding, with brief extension into human heredity. Five lecture hours and demonstrations per week.

## BIOLOGY 321. COMPARATIVE ANATOMY OF THE VERTEBRATES.

6 hours

*Winter Quarter.* Prerequisite: Zoology 220.

A course especially for pre-medical students and biology majors who need preparation for more intensive study of human anatomy. Representative vertebrates will be dissected and studied in the laboratory. Three lectures and two three-hour laboratory periods per week.

## BIOLOGY 322. ANATOMY OF THE CAT.

5 hours

*Spring Quarter.* Prerequisite: Zoology 321.

The course is divided into osteology, myology, visceral anatomy, vascular and nervous system. Three lectures and two three-hour laboratory periods per week.

## BIOLOGY 323. HUMAN ANATOMY AND PHYSIOLOGY.

5 hours

*Fall Quarter.* Prerequisites: Biology 101, 102 or Zoology 220, and one course in inorganic chemistry.

An advanced course in the general structure and function of the human body. Five lectures and one three-hour laboratory period per week.

## BIOLOGY 324. INTRODUCTORY BACTERIOLOGY.

6 hours

*Fall Quarter.* Prerequisites: Two courses in chemistry and two courses in biology.

Introduction to bacteriological principles and techniques will be given. The course is designed for students in home economics and for technicians and biology majors. Four lectures and one three-hour laboratory period per week.



**BIOLOGY 343. PLANT PHYSIOLOGY** 5 hours

*Spring Quarter.* Prerequisites: Botany 221, 222.

A study of the various aspects of the physiological processes occurring in plants. Two lectures and three two-hour laboratory periods per week.

**BIOLOGY 400. ANIMAL HISTOLOGY.** 5 hours

*Winter Quarter.* Prerequisite: Zoology 322.

A study of histological structure of organ systems in the higher vertebrate groups. Three lectures and two two-hour laboratory periods per week.

**BIOLOGY 401. GENERAL EMBRYOLOGY.** 5 hours

*Spring Quarter, 1963.* Prerequisite: Zoology 322.

A study of the germ cells and early development stages of vertebrates. Emphasis is placed on organology of the chick, pig, and man. Three lectures and one four-hour laboratory per week.

**BIOLOGY 402. ENTOMOLOGY.** 5 hours

*Spring Quarter, 1963.* Prerequisite: Zoology 220.

A study is made of the insects and related arthropods as they affect the public health and animal and plant industry. This course is planned for biology majors, especially those who may wish to go into public health work. Three lectures and two two-hour laboratory periods per week.

**BIOLOGY 426. TECHNICIAN COURSE.** 5 hours

*Spring Quarter.* Prerequisites: Bacteriology 324 and one course in chemistry.

The course includes a working knowledge of the following: Medical bacteriology, medical biology, parasitology, blood counts and blood typing, blood sugar and hemoglobin determination, sanitary surveys, preparation of temporary and permanent tissue mounts, and urinalysis. Three lectures and two two-hour laboratory periods per week.



## BACHELOR OF SCIENCE DEGREE

### Pre-Medical

Under the Department of Biology is outlined a standard three-year pre-medical program, but since many schools of medicine require a college degree for admission, students of North Georgia College are given opportunity to complete a fourth year and receive the Bachelor of Science degree. Below is outlined the work of the first three years and also that of the fourth or senior year.

### THREE-YEAR PROGRAM

English 101, 102, 200, and 201 or 202 .....	20 hours
French or German .....	15 hours
Mathematics 111, 206 .....	10 hours
Psychology 201 .....	5 hours
Social Science 101, 102, and 204 or Pol. Sci. 201 .....	15 hours
Chemistry 201, 202, 203, 204, 301, 302 .....	30 hours
Physics 223, 224, 225 .....	15 hours
Zoology 220, 321, 322, 401 .....	21 hours
Botany 221 .....	5 hours
Basic Military Science or Physical Education .....	10 hours
Approved Electives .....	20-10 hours
Advanced Military Science (men) to be taken during third year.	

### SENIOR PRE-MEDICAL YEAR

The satisfactory completion of the first year's work at the Medical College of Georgia at Augusta will entitle the student to receive the B.S. degree from North Georgia College.

If the student elects to remain at North Georgia College for the senior year and the B.S. degree before attending the Medical College, he should complete a major in either chemistry or biology and take other advanced courses to give at least 45 quarter hours for the senior year. This schedule for men should include advanced military science. Minimum total, including advanced military science if required, 195 hours.



## PRE-MEDICAL TECHNOLOGY

Below is found the standard three-year pre-technician program available at North Georgia College. Through affiliation with several of the leading hospitals of this area, an arrangement has been approved whereby a student, after the completion of the three-year program on the campus of North Georgia College, may then enroll in the Technician School of one of these institutions. After one year of study in the approved institution, and after being approved by the American Association of Clinical Pathologists through the School of Medical Technologists which the student or students have attended, North Georgia College will grant the Bachelor of Science degree.

English 101, 102, 200, and 201 or 202 .....	20 hours
French or German .....	10-15 hours
Mathematics 111, 206 .....	10 hours
Psychology 201 .....	5 hours
Social Science 101, 102, 204, and Pol. Sci. 201 .....	20 hours
Chemistry 201, 202, 203, 204, 300 .....	25 hours
Physics .....	5 hours
Zoology 220, 320, 321, 322, 324 .....	27 hours
Biology 426 .....	5 hours
Physical Education .....	10 hours
Electives .....	10-20 hours

## SENIOR PRE-MEDICAL TECHNOLOGY

A student having completed the program outlined above, and who remains at North Georgia College for the fourth year, should complete a major in biology or chemistry and take other courses as advised by the faculty head of the department in which the student has selected a major. At least 45 quarter hours must be completed during the senior or fourth year.

## PRE-DENTAL

*(Two Years)*

The minimum requirements for admission to dental school are at least 90 quarter hours.

Chemistry 201, 202, 203, 300 .....	20 hours
Biology 220, 321 .....	10 hours
Physics 223, 224, 225 .....	15 hours
English 101, 102 .....	10 hours
Electives .....	35 hours
TOTAL .....	90 hours



It is desirable that two courses in organic chemistry be taken. The electives should include the humanities and the social sciences. The admissions committees of dental schools look with favor on those who have extended their collegiate experience by one or two years to include further studies in humanities, languages, and social sciences.

### PRE-PHARMACY

*(Two Years)*

Chemistry 201, 202, 203 .....	15 hours
Biology 101, 102, Vertebrate Zoo. ....	15 hours
English 101, 102, 201 or 211 .....	15 hours
Mathematics 111, 206 .....	10 hours
History 101 .....	5 hours
Political Science 201 .....	5 hours
B.A. 151 (Economics) .....	5 hours
Electives .....	15 hours
TOTAL .....	90 hours

Electives should be chosen from the humanities, social sciences, or languages.

### DEPARTMENT OF BUSINESS ADMINISTRATION

The constant growth of industrialization in Georgia and the South and the increase in the complexity of modern business make professional training for business essential.

The Department of Business Administration offers programs of study designed to provide for its students a liberal education and professional preparation to facilitate their entrance into position of leadership in business and public service upon graduation, and to prepare its students with full standing for the graduate schools of business administration.



**BACHELOR OF SCIENCE DEGREE****Business Administration**

English 101, 102, 200, and 201 or 202; or	
English 105H, 200, 201, and 202 .....	20 hours
Mathematics 111, 206 .....	10 hours
Modern Language or Approved Electives from	
English 211, Psychology 201, Psychology	
353, Business Administration 370, 416, 440,	
and 495 .....	10 or 15 hours
Political Science 201 or History 204 .....	5 hours
Science .....	15 hours
History 101, 102, 302 or 303 .....	15 hours
Business Administration 151, 152, 206, 207, 302,	
340, 350, 360, 362, 420, 430, 460, 465, 480,	
and 490 .....	75 hours
Basic Military Science and Physical Education .....	10 hours
Advanced Military Science (Men) .....	18 hours
*Approved Electives (Men) .....	17 or 12 hours
*Approved Electives (Women) .....	35 or 30 hours
MINIMUM TOTAL .....	195 hours

\*Electives in Business Administration and/or closely related disciplines must have the approval of the department head.

**Areas of Concentration**

Students preferring a program of more intensive concentration will complete the general business administration program with either of the following modifications:

**ACCOUNTING CONCENTRATION:** Add Business Administration 380, 385, 390, 395, 425, and 426. Delete modern language and History 302 and 303.

**MANAGEMENT CONCENTRATION:** Add Business Administration 416, 470 and 495. Delete modern language.

**ECONOMICS CONCENTRATION:** Add Business Administration 330, 370, and 440. Delete modern languages.

**SECRETARIAL MANAGEMENT CONCENTRATION:** Add Business Administration \*312, 314, 315, \*320, 321, 322, 416, 420, 424. Delete Business Administration 302, 360, and 465, modern language, and History 302 or 303.

\*Students who have completed at least a one-quarter course or its equivalent in typewriting should enter Business Administration 314. Students who have completed at least a one-quarter course or its equivalent in shorthand should enter Business Administration 321.



151. PRINCIPLES OF ECONOMICS. 5 hours  
*Fall, Winter, and Spring Quarters.*

This course provides a micro-analysis of the economic institutions and problems of the American capitalistic system. It concentrates on basic economic principles and concepts, national income, and the determination of national income and its fluctuations.

152. PRINCIPLES OF ECONOMICS. 5 hours  
*Fall, Winter, and Spring Quarters.*

A continuation of Business Administration 151, providing a micro-analysis with emphasis on the problems of pricing the national productive output and the production factors, international trade and finance, and alternate economic systems.

206. PRINCIPLES OF ACCOUNTING. 5 hours  
*Fall and Winter Quarters.*

An introductory course in standard accounting practice. Recognized procedures and conventions are explained and used for recording, analyzing, and interpreting the records primarily for a proprietorship type of business organization. Three lecture hours and two 2-hour laboratories each week.

207. PRINCIPLES OF ACCOUNTING. 5 hours  
*Winter and Spring Quarters.* Prerequisite: Business Administration 206.

A continuation of Business Administration 206 with emphasis on payrolls, taxes, partnership and corporate accounting procedures, and on accounting methods for manufacturing operations. Problems of partnerships, corporations, departments and branches, and statement analysis are considered. Three lecture hours and two 2-hour laboratories each week.

302. ECONOMIC GEOGRAPHY. 5 hours  
*Winter Quarter.*

A study of the effects of man's physical environment on his economic activity to develop a basis for a better understanding of world production in agriculture, forestry, mining, and manufacturing. Distribution of the world's physical features, mineral resources, soils, and climates are the major topics emphasized; while the economic geography of selected places in various parts of the world is considered in greater detail.

312. BEGINNING TYPEWRITING. 2 hours  
*Fall Quarter.*

An introductory course in typewriting. Major emphasis is given to the techniques of machine operation, speed, accuracy, and continuity and control of movement in the development of usable typewriting skills. Business-letter forms and problem typewriting are introduced.



**314. INTERMEDIATE TYPEWRITING. 2 hours**

*Winter Quarter.* Prerequisite: Business Administration 312.

A continuation of Business Administration 312. Further study of the theory and techniques of typewriting, including a thorough study of business-letter forms, tabulated material, and manuscripts. Successful completion of this course requires a speed of 45 words a minute.

**315. ADVANCED TYPEWRITING. 2 hours**

*Spring Quarter.* Prerequisite: Business Administration 314.

A continuation of 314. Major emphasis is on the development of speed and accuracy sufficient for vocational use. Successful completion of this course requires a speed of 60 words a minute. Open for credit to secretarial students only.

**320. BEGINNING SHORTHAND. 5 hours**

*Fall Quarter.*

The theory of Gregg Shorthand with sufficient practice to develop skill in taking dictation at a speed of 60 words a minute. Secretarial duties and traits are given some consideration. Personal use as well as vocational values are emphasized. Credit not given until Secretarial Science 321 is completed.

**321. INTERMEDIATE SHORTHAND. 5 hours**

*Winter Quarter.* Prerequisite: Business Administration 320.

A continuation of Business Administration 320. Sufficient practice to develop skill in taking dictation at a speed of 80 words a minute.

**322. ADVANCED SHORTHAND. 5 hours**

*Spring Quarter.* Prerequisite: Business Administration 321.

A continuation of Business Administration 321. Rapid dictation and transcription are the major objectives. A dictation speed of 100 words a minute required.

**330. CONSUMER ECONOMICS. 5 hours**

*Spring Quarter.*

This course is designed for teachers as well as for those who desire a detailed study of consumer problems. The more important elements of consumer education are reviewed, including: consumers' goods, consumers' services, buying problems, consumer organization, problems of personal finance, and well-balanced spending programs.

**340. MATHEMATICS OF FINANCE. 5 hours**

*Fall Quarter.* Prerequisites: Business Administration 151 and Mathematics 111 and 206.

A study of mathematical procedures involved in the calculation of simple and compound interest, simple discount, annuities, amortization, sinking funds, valuation of bonds, life annuities and insurance.



350. PRINCIPLES OF MARKETING. 5 hours

*Fall Quarter.* Prerequisites: Business Administration 151 and 152.

A functional study of market organization designed to introduce the student to the major institutions and basic theory in the field of marketing. Different levels of marketing, organizations operating at each level and their functions, price policy, marketing cost, and relative efficiency of various marketing methods are the principal topics emphasized.

360. PRINCIPLES OF STATISTICS. 5 hours

*Winter Quarter.* Prerequisites: Business Administration 151 and 152.

A course in statistical materials and methods with special reference to the economic applications of these methods. Topics covered will include collection, tabulation and presentation of data, sampling theory, frequency distribution, averages, dispersion and skewness, index numbers, the analysis of time series, correlation methods, confidence limits, and test of significance.

362. BUSINESS LAW. 5 hours

*Spring Quarter.* Prerequisites: Business Administration 151 and 152.

A study of contracts, sales, bailments, negotiable instruments, the law of employment, partnerships and corporations, and risk-bearing devices. Several digests of decided cases are studied with each topic to make the discussion of principles specific and meaningful. Reference is made to modern legislation affecting business and employers.

370. INTERMEDIATE ECONOMIC ANALYSIS 5 hours

*Winter Quarter, 1963.* Prerequisites: Business Administration 151 and 152.

In this course the principles, concepts, and tools of modern economics are analyzed and evaluated against the background of recent and current economic conditions. Major consideration is devoted to factors determining value, national income, distribution of income, money and prices, and the major problems of inflation, deflation, business recession and recovery, economic stability, and the relationship between government and business.

380. INTERMEDIATE ACCOUNTING. 5 hours

*Fall Quarter.* Prerequisites: Business Administration 206 and 207.

An advanced study of the theory, principles, and procedures of corporate, partnership and proprietorship forms of business. This includes the fundamental accounting processes, financial statements, working capital items, valuation procedures, current liabilities, investments, plant and equipment acquisition and use.



## 385. INTERMEDIATE ACCOUNTING. 5 hours

*Winter Quarter.* Prerequisite: Business Administration 380.

A continuation of Business Administration 380 providing depth and breadth of theory coverage. Major emphasis on accounting for intangibles, long-term debt, corporate capital, paid-in capital, retained earnings, analytical processes, and statements of application of funds.

## 390. ADVANCED ACCOUNTING. 5 hours

*Spring Quarter.* Prerequisites: Business Administration 380 and 385.

A more advanced study of accounting procedures with attention given to the more difficult and specialized phases that arise in consignment, installment sales, larger organizations, consolidations, estates and trusts, and actuarial science.

## 395. AUDITING. 5 hours

*Spring Quarter, 1963.* Prerequisites: Business Administration 206 and 207.

A course in the theory and practice of professional and general auditing. The student will gain the basis for the expression of a general opinion regarding the conformity with accepted accounting procedure of statements prepared by a corporation or other form of business. Auditing standards, internal control, government regulation, and formal report writing are other major topics emphasized.

## 416. BUSINESS COMMUNICATIONS. 5 hours

*Fall Quarter.* Prerequisites: English 101 and 102.

Practice in the use of correct and forceful English in writing business letters and reports. Study and analysis of sales, credit, adjustment, application letters and business reports. The course considers the problems of the businessman in communicating through the written word.

## 418. OFFICE MACHINES. 5 hours

*Spring Quarter.* Prerequisites: Business Administration 315 and 322.

An introductory course covering various types of office machines and their uses. Students receive instruction and do individual work on adding, calculating, transcribing, posting, direct process and indirect process duplicating machines, and other machines in common use in modern business offices.

## 420. INDUSTRIAL MANAGEMENT. 5 hours

*Spring Quarter.* Prerequisites: Business Administration 151 and 152.

This course is designed to familiarize students with the planning, organizing, directing, and controlling functions of an industrial concern. Major emphasis is devoted to organization, plant location, plant layout, purchasing, materials handling and control, quality control, and maintenance and production control systems.



424. ADVANCED SECRETARIAL PRACTICE 5 hours

*Winter Quarter.* Prerequisites: Business Administration 315 and 322.

This course combines shorthand and typwriting in the transcription of shorthand notes and the development of office proficiency. Various activities of the modern office will be observed with special emphasis placed on the principles, procedures, and systems of filing with sufficient practice with laboratory sets to develop facility and skill.

425. INCOME TAX ACCOUNTING. 5 hours

*Spring Quarter, 1964.* Prerequisites: Business Administration 206 and 207.

A study of federal income tax laws. The various types of returns are studied and emphasis is placed on the determination of income and legal deductions in order to determine taxable net income.

426. COST ACCOUNTING. 5 hours

*Spring Quarter, 1963.* Prerequisites: Business Administration 206 and 207.

A study of the theory and practice of accounting for the costs of manufacturing and selling. The treatment of labor, material, and overhead are given detailed consideration. Designed to develop an appreciation of the uses of cost information in the administration and control of business organizations.

430. SALESMANSHIP. 5 hours

*Spring Quarter.*

A study of scientific methods of salesmanship. Analysis of prospects, knowledge of merchandise and its uses, preparation of sales talks, methods of approach and securing attention and interest, methods of handling objections and closing sales, and the selecting and training of salesmen are the major topics emphasized.

440. COMPARATIVE ECONOMIC SYSTEMS. 5 hours

*Winter Quarter, 1964.* Prerequisites: Business Administration 151 and 152.

An analysis, appraisal, and comparison of the major economic systems of the world. Major emphasis is placed on the theory premising each of these systems, current and proposed plans for the attainment and maintenance of higher standards of living in the underdeveloped areas of the world, distribution of income, and the greater encouragement to economic growth and progress.



## 460. MONEY AND BANKING. 5 hours

*Fall Quarter.* Prerequisites: Business Administration 151 and 152.

A study of the basic principles and concepts of money and credit and their importance in the present economy. The major topics emphasized are the key role of the commercial banking system in our economy, central banking as a means of expanding and stabilizing the supply of money and credit, monetary theory, monetary and fiscal policies, international banking and finance, and other banking and credit institutions.

## 465. BUSINESS FINANCE. 5 hours

*Winter Quarter.* Prerequisites: Business Administration 151 and 152.

A study of financial organization and management from the standpoint of the chief financial officer of an operating business. Major topics emphasized are choosing a form of organization, sources of financing their requirements, tools of financial analysis and administration, financial planning and financing a business, and controlling the finances of a business organization.

## 470. INVESTMENT MANAGEMENT. 5 hours

*Winter Quarter.* Prerequisites: Business Administration 151 and 152.

The purpose of the course is to provide training in the formulation of investment programs and the determination of policy adapted to the student's individual needs. The principal topics studied include sources of information for the investor, types of securities, security markets and their operation, movement of security prices, types of industries and their characteristics, analysis of financial statements, and investment principles and safeguards.

## 480. RETAILING MANAGEMENT. 5 hours

*Winter Quarter.* Prerequisites: Business Administration 151 and 152.

A study of the organization, planning, policies, procedures, problems, and controlling of the various types of retailing institutions. The major topics emphasized include the selections of retailing locations, organization of retailing establishments, merchandising policies and procedures, retailing services, and the selection, training, compensation, and supervision of retailing personnel.



## 490. LABOR ECONOMICS. 5 hours

*Fall Quarter.* Prerequisites: Business Administration 151 and 152.

A study of the origin of the labor movement, population and the labor force, organized labor today, union organization and management, collective bargaining, the problem of unemployment, full employment, wage theory and policies, and labor legislation. The various theories of the labor movement and current collective bargaining problems are considered.

## 495. PERSONNEL MANAGEMENT. 5 hours

*Fall Quarter, 1963.* Prerequisite: Business Administration 420.

A study of the principles and procedures in the recruitment, selection, and placement of a labor force; treatment of grievances; problems of collective bargaining; compensation policies; merit rating; promotion; transfer and discharge; training; and personnel records.

## DEPARTMENT OF CHEMISTRY

The Department of Chemistry offers work leading to the profession of chemistry. It also offers pre-professional courses for home economics, medicine, dentistry, engineering, agriculture, and other fields.

### THE PROFESSIONAL CURRICULUM — THE B.S. DEGREE IN CHEMISTRY

If a student pursues the professional curriculum, it is presumed that the student wishes to become a professional chemist. Excellent employment is available if the student completes the B.S. degree; however, the student is strongly urged to secure the M.S. or Ph.D. degree at some institution of higher learning in preparation for his career in chemical industry or research. Since the Bachelor of Science degree in chemistry is rather demanding in scientific knowledge, skills and mathematics, a student should maintain a general average of B, at least in the last two years; and if he should not do so he will, no doubt, be asked to shift to the less demanding non-professional major in chemistry. The non-professional degree would not qualify a student for graduate school and his laboratory employment would be in the nature of that of a technician.



**PROFESSIONAL MAJOR SCHEDULE****Freshman**

<i>FALL</i>	<i>WINTER</i>	<i>SPRING</i>
Chem. 201 Math. 111 Eng. 101 or 105H Mil. & P.E. 100	Chem. 202 Math. 206 Eng. 102 or 105H Mil. & P.E. 101	Chem. 203 Math. 222 Hist. 101 Mil. & P.E. 102

**Sophomore**

Chem. 204 Math. 345 Physics 223 Mil. & P.E. 200	Chem. 301 Math. 346 Physics 225 Mil. & P.E. 201	Chem. 302 Math. 347 Physics 224 Mil. & P.E. 202
--	--	--

**Junior**

Chem. 401 Ger. 101 Pol. Sc. 201 Mil. 300	Chem. 402 Ger. 102 Hist. 302 Mil. 301	Chem. 403 Ger. 211 Psync. 201 Mil. 302
---	--	---

**Senior**

Chem. 303 English Chem. 305 Chem. 406 (a) Mil. 400	Chem. 306 English Phys. 340 Chem. 406 (b) Mil. 401	Chem. 405 Chem. 304 Adv. Soc. Sc. Chem. 406 (c) Mil. 402
--	--	--

Any deviation from the above schedule must be by the written permission of the Dean and the Head of the Department.

**THE NON-PROFESSIONAL CURRICULUM**

This curriculum is designed for those students who wish to study chemistry but who will probably not follow chemistry as a profession, especially chemical research. Such students might feel that chemistry would contribute markedly toward a related profession. Such students might be interested in a pre-medical or pre-engineering career, a military career, a career as a laboratory technician, or a career in high-school teaching or chemical sales. Although high scholarship is to be sought, the non-professional curriculum is less demanding in breadth of courses in chemistry and especially in mathematics than is the professional curriculum.



English 101, 102, 200 and 201 or 202; or 105H, 200, 201, 202 .....	20 hours
Mathematics 111, 206 .....	10 hours
Modern Language (see requirements, page 46) .....	15 hours
Science—Physics 121 and Biology 220 and two (2) additional courses not in major field of concentration .....	20 hours
History 101, 102, 204 and Pol. Sci. 201 .....	20 hours
Philosophy 308 or American History .....	5 hours
General Psychology 201 .....	5 hours
Basic Military Science or Physical Education .....	10 hours
MAJOR IN CHEMISTRY consists of seven (7) courses, namely, 201, 202, 203, 204, 301, 302 and 400 .....	35 hours
Minor (chosen from other fields listed on page 47)	20 hours
Electives .....	40 hours

### A MINOR IN CHEMISTRY

A minor in chemistry consists of Chemistry 201, 202, 203, and 300 or 204. Any departure from these four courses must be by the consent of both the major and minor professors.

#### 100. INTRODUCTION TO CHEMISTRY. 5 hours

*Fall, Winter, and Spring Quarters.*

A course surveying chemistry in two quarters for non-science majors. The course will cover the applications of chemistry in everyday living. Scientific thinking, the philosophy of science, and the methods of the scientist will be touched on. Topics such as the concept of matter, the concept of energy, the fundamental structure of matter, the division of chemistry, and the application of chemistry will be discussed.

#### 201-202, 203. GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS. 5-5, 5 hours

These three courses constitute the usual year's work in beginning college chemistry.

Chemistry 201—Fall quarter. Four hours' lecture and one three-hour laboratory period per week.

Chemistry 202—Winter Quarter. Four hours' lecture and one three-hour laboratory period per week.

Chemistry 203—Spring Quarter. Three hours' lecture and two three-hour laboratory periods per week. The laboratory work of this course consists of qualitative analysis.

Credit will not be given for 201 unless 202 is satisfactorily completed. However, all three courses must be taken if a student continues in chemistry.

#### 204. QUANTITATIVE ANALYSIS (First Course) 5 hours

*Fall Quarter, 1962.*



## 306. QUANTITATIVE ANALYSIS (Second Course) 5 hours

*Winter Quarter, 1964.*

Courses 204 and 306 include gravimetric, volumetric and electrometric methods. Two hours' lecture and nine hours' laboratory work per week.

## 300. ORGANIC CHEMISTRY—Brief Course. 6 hours

*Spring Quarter.*

A short course in organic chemistry. Five lectures and one four-hour laboratory period per week. This course should fill the needs not only of biology students for a minor but also of those in the pre-dental, home economics, and medical technician programs.

## 301, 302, 303. ORGANIC CHEMISTRY. 5-5-5 hours

301, *Winter Quarter, 1963.*302, *Spring Quarter, 1963.*303, *On Demand.*

Four hours' lecture and one four-hour laboratory period per week. These courses constitute a year's work in organic chemistry for chemistry majors. Although pre-medical students may enter medical school with courses 301 and 302 only, course 303 is also strongly urged. In courses 301 and 302 aliphatic and aromatic compounds are studied on an integrated basis. Considerable attention will be given to bio-chemistry in course 303.

## 304. QUALITATIVE ORGANIC ANALYSIS. 5 hours

*On Demand.*

Three hours' lecture and six hours' laboratory work per week. This course consists of the identification of organic compounds. The course is used as a tool to extend the student's general knowledge of organic reactions. Approximately five single compounds will be identified and two mixtures separated and identified. Most graduate schools require this course for admission.

## 305. INORGANIC CHEMISTRY AND INORGANIC PREPARATIONS. 5 hours

*On Demand.*

An extension of the study of inorganic chemistry begun in General Chemistry and Qualitative Analysis. The presentation is based on the periodic table, and such matters as the atomic structure of the elements, nature of the chemical bond, crystal systems and atomic configurations are discussed. Three hours' lecture and two three-hour laboratory periods per week.



## 400. PHYSICAL CHEMISTRY—Brief Course. 5 hours

*On Demand.*

Four hours' lecture and one three-hour laboratory period per week. This course does not require calculus and should appeal to pre-medical students.

## 401, 402, 403. PHYSICAL CHEMISTRY. 5-5-5 hours

*Fall, Winter, and Spring Quarters.* Prerequisites: Chemistry 204, 301, and 302; three quarters of general physics; two quarters of calculus.

A professional course presenting the fundamental principles of physical chemistry. Such topics as structure of atoms and molecules, states of matter, thermodynamics, chemical equilibrium, theory of ionization, electrochemistry, chemical kinetics and catalysis, colloids, and the phase rule are discussed. The laboratory work is integrated with the course work, and some familiarity with recent physiochemical techniques will be acquired. Four hours' lecture and one or two three-hour laboratory periods each week.

## 405. INSTRUMENTAL ANALYSIS. 5 hours

*Spring Quarter, 1964.*

This course involves a study of chemical analysis with the use of instruments. The instruments included are the refractometer, polarimeter, titrimeter, pH meter, polarograph, colorimeter, spectrophotometer and the spectrograph. Three hours' lecture and six hours' laboratory per week.

## 406 a, b, c. INTRODUCTION TO CHEMICAL RESEARCH. 6 hours

This course is designed to prepare the student for employment as a research assistant upon the completion of the B.S. degree or for the research work for an advanced degree. It will consist of one or two lectures or conference hours per week throughout the senior year (9 months), together with an indeterminate amount of unscheduled laboratory work. It is anticipated, however, that the laboratory work will not average less than five hours per week. The subject matter of the lectures will be the technique of research, use of technical reference literature, theory of errors and analysis of experimental data, and report writing. Reference will also be made to specialized research techniques. The laboratory work of the first quarter will consist of exercise in glass-blowing, the construction of glass equipment, and the attainment of high vacua. In the second and third quarters, the student will be assigned a minor research project on which he will prepare a report.



# DEPARTMENT OF HOME ECONOMICS

## BACHELOR OF SCIENCE DEGREE

### Home Economics

English 101, 102, 200 and 201 or 202; or 105H, 200, 201, 202 .....	20 hours
Biology 220, 390 (and 5 hours to be selected from any science) .....	15 hours
Mathematics 111 or 105 .....	5- 3 hours
Physics 120 .....	5 hours
Psychology 201 .....	5 hours
Social Science 101, 102, 204 .....	15 hours
Public Speaking 211 .....	5 hours
Home Economics 202, 215, 220, 224, 275, 293, 300, 304, 306, 325, 411, 420, 445, 490 .....	66 hours
Physical Education .....	10 hours
Approved electives .....	50 hours

Specified electives needed for certain curricula should be selected as follows:

Home Service: Business Administration 330.  
Secretarial Science 312, 314.

Textiles: Chemistry 101, 300.

Food: Bacteriology 324, Chemistry 101, 300.

Students who expect to teach should take as electives 30 hours in secondary education.

Minimum total, 195 hours.

The Department of Home Economics offers the Bachelor of Science degree in general home economics. The course is designed to meet the needs of students interested primarily in homemaking and of those who wish to enter certain commercialized fields of home economics. It also gives a thorough preparation for those who desire to enter selected fields of specialized home-economics study.

Majors in other departments are encouraged to elect the following subjects without prerequisites being adhered to: Home Economics 202, 215, 220, 224, 275, 293, 300, 304, 420, and 490.

### 202. ART SURVEY.

5 hours

*Fall Quarter.* Required of home economics majors but offered as a general elective.

A survey of art, providing a basis for the development of good taste and art appreciation. Three hours of lecture and two two-hour laboratory periods,



## 215. FOODS. 5 hours

*Fall Quarter.*

A practical course to present the facts and principles which govern food selection, preparation, and table service. The basic facts of nutrition, along with their application to individual needs, are studied. Field trips in marketing are included. Two lectures and two four-hour laboratory periods per week.

## 220. PROBLEMS IN DRESS. 5 hours

*Winter Quarter.*

Clothing selections; emphasis on principles of pattern alterations, fitting, and construction; construction of two garments. Two lectures and two four-hour laboratory periods per week.

## 224. TEXTILES. 5 hours

*Winter Quarter.*

A study of textiles, fibers, and fabrics, their properties, structure, manufacturing and wearing qualities from the consumer standpoint. Physical and chemical testing for adulterations and fiber content. Economic consideration in selection and buying. Four lectures and one two-hour laboratory period per week.

## 275. HOME PLANNING AND FURNISHINGS. 5 hours

*Fall Quarter.*

Planning and furnishing the house from the standpoint of family needs; economic and social factors involved; historical background of furniture; application of the principles of art to home furnishing. Three lectures and two three-hour laboratory periods per week.

## 293. FAMILY RELATIONS. 5 hours

*Spring Quarter.* Not open to students who have credit in Sociology 316.

The aim of this course is to give a greater appreciation of the home through a study of its history, of the problems in managing the modern home, and of the laws directly affecting it. Five hours' lecture per week.

## 300. HOUSEHOLD EQUIPMENT. 5 hours

*Winter Quarter.* Prerequisite: Physics 120.

Application to home situations of the principles involved in the performance of major types of household equipment used in food preparation, laundering, and cleaning, with emphasis placed upon safety in the home. Four lectures and one laboratory period per week.

## 304. MANAGEMENT OF HOME AND FAMILY RESOURCES. 5 hours

*Fall Quarter, 1962.*

Designed to assist students who are seeking a better understanding of their management problems of the home and family resources. This is a non-laboratory course.



306. MEAL PLANNING AND TABLE SERVICE. 5 hours

*Spring Quarter.* Prerequisite: Home Economics 215.

The choice, purchase, preparation, and service of meals considering the dietary standards and nutritional needs of the group and for special occasions. Two lectures and two four-hour laboratory periods per week.

325. CLOTHING SELECTION AND CONSTRUCTION. 5 hours

*Spring Quarter.* Prerequisites: Home Economics 220 and 224.

Two lectures and two four-hour laboratory periods per week.

411. NUTRITION. 5 hours

*Fall Quarter, 1962.*

A study of the chemical and physical changes involved in the digestion and metabolism of foods. The nutritive value and relative cost of foods in relation to feeding the family.

420. HOME NURSING. 5 hours

*Winter Quarter.* Prerequisite: Home Economics 215.

General procedure in nursing the sick in the home, home remedies, food for the sick, and physical care of infants. Three lectures and one four-hour laboratory period per week.

445. CLOTHING FOR CHILDREN. 3 hours

*Winter Quarter.* Prerequisites: Home Economics 220, 224, and 325.

This course is planned for home-economics students but may be taken by anyone properly qualified. The course considers infants' and children's clothing from the standpoint of health, economics, and appropriateness. The topics studied are suitability of material, design, and color; simplicity of decoration; ease of construction, ease of laundry; and construction for children up to twelve years old. One lecture and two two-hour laboratory periods per week.

490. CHILD DEVELOPMENT. 5 hours

*Spring Quarter and Summer Term.* Not open to students who have credit in Psychology 301.

A study of the physical, mental, emotional, and social development of children from the prenatal period to adolescence. Observation of children required. Four lectures and one two-hour period of supervised observation of children.

305. NUTRITION FOR TEACHERS. 5 hours

*Summer Term.* Not open to majors in home economics.

Fundamental health habits and the essentials of an adequate diet in relation to the health of the school child; emphasis on how to teach nutrition information to school children; the use of the school lunch in nutrition instruction.



## PROGRAMS OF TEACHER EDUCATION

To be eligible to receive a four-year professional teachers' certificate in Georgia one must complete a bachelor's degree program designed to meet the needs of teachers in a specific teaching field and be recommended by the college whose program has been completed. Each training program must have the approval of the State Department of Education. North Georgia College has two approved programs: one leading to the B.S. degree with a major in elementary education, designed for teachers in grades one through six; the other to the B.S. degree with a major in junior high school grades education, designed for teachers in grades seven through nine.

After satisfactorily completing the course in Introduction to Education, students desiring to complete either of these professional teacher-education programs will make written application for admission to the one preferred. These applications will be considered by the Teacher Education Admissions Committee. Formal acceptance into the program depends upon approval by this committee.

Students wishing to obtain a Four-Year Professional Secondary Teachers' Certificate may complete three years' work at this institution. The fourth year should be completed at a college having an approved program for the preparation of high-school teachers in the subject matter area selected.

Students who have selected teaching as a career or in-service teachers working toward a bachelor's degree should confer with the Head of the Department of Education so that a suitable program of courses leading to the proper degree and certification in the desired field may be worked out. Likewise, individuals with certification problems are advised to confer with the Head of the Department of Education.

## SEPTEMBER FIELD EXPERIENCES

All pre-service Teacher-Education students are expected to participate in teaching experiences in their local schools prior to the beginning of the fall quarters of the Junior and Senior years. Arrangements for these September field experiences are planned jointly by the staff of the Education Department, the student, and the local school concerned.



## DEMONSTRATION TEACHERS

Local teachers who assist with the elementary-education program by serving as demonstration instructors are:

D. Lawton Baggs .....Principal and Seventh Grade  
Riverview School

B.S., North Georgia College; further study, University of Georgia.

Wanda Jones .....Fourth Grade, Dahlonega  
Elementary School

B.S. and A.B., North Georgia College; M.A., University of Georgia.

Irene N. Maxwell .....Eighth Grade Social Studies,  
Lumpkin County High School

B.S., North Georgia College; further study, University of Georgia.

Sulane Stone Perry .....Sixth Grade, Riverview School

B.S., North Georgia College; further study, University of Georgia.

Jack M. Street .....Eight Grade Mathematics  
Lumpkin County High School

B.S., Lenoir-Rhyne College; M.S., Appalachian State College.

Marjorie S. Walker .....Second Grade, Riverview School

B.S., North Georgia College; further study, University of Georgia.

O'Neil Wells .....First Grade, Riverview School

B.S., M.S., Appalachian State College; further study, University of Georgia.



**BACHELOR OF SCIENCE DEGREE****ELEMENTARY EDUCATION**

Physical Education .....	10 hours
Composition and Rhetoric .....	10 hours
Humanities or Literature .....	10 hours
Natural Science—Basic .....	15 hours
Mathematics (Men) .....	10 hours
Mathematics (Women) .....	5 hours
Contemporary Civilization .....	10 hours
American Government or American History .....	5 hours
Contemporary Georgia .....	5 hours
Sociology or Economics .....	5 hours
General Psychology .....	5 hours
Child Development .....	5 hours
Consumer Problems .....	5 hours
Speech .....	5 hours
Specialized subjects, including at least three hours in each of the areas listed below .....	45 hours

A. **Art**—Art in Individual Development, Public School Art, and Handicrafts

B. **Music**—Fundamentals of Music, Music for the Elementary Grades, and Music Appreciation

C. **Language Arts** — Children's Literature, Language Arts for the Elementary Grades, and Reading in the Elementary and Junior High Grades.

D. **Social Studies**—World Human Geography and Social Studies for the Elementary Grades

E. **Health**—Health Education, Nutrition Education, and Physical Education for the Elementary Grades

F. **Science**—Nature Study, Science for the Elementary Grades, and Conservation

Introduction to Education .....	5 hours
Educational Psychology .....	5 hours
The Elementary Curriculum .....	5 hours
Materials and Methods for the Elementary Grades .....	5 hours
Apprentice Teaching in the Elementary Grades .....	15 hours
Electives (Exclusive of advanced military science) .....	15-20 hours
Minimum Total .....	195 hours

Education 431a (Apprentice Training in the Elementary Grades) is required of all pre-service trainees. Students who have had at least a year of teaching experience may, upon approval by the Head of the Education Department and the Dean, substitute Education 441a and 451a for this course.



**BACHELOR OF SCIENCE DEGREE****JUNIOR HIGH GRADES EDUCATION**

Physical Education or Basic Military Science .....	10 hours
Composition and Rhetoric .....	10 hours
Humanities or Literature .....	10 hours
Natural Science—Basic .....	15 hours
Mathematics .....	10 hours
Contemporary Civilization .....	10 hours
American Government .....	5 hours
American History .....	5 hours
Economics or Sociology .....	5 hours
General Psychology .....	5 hours
Psychology of Adolescence .....	5 hours
Consumer Problems .....	5 hours
Speech .....	5 hours
Specialized subjects, including at least three hours in each area mentioned below and 20 hours of approved work from the fields of English, social science, mathematics, natural science, and physical education .....	40 hours
A. Art—Art in Individual Development, Public School Art, and Handicrafts	
B. Music—Fundamentals of Music, Music for the Junior High Grades, and Music Appreciation	
C. Language—Children's Literature and Language Arts for the Junior High Grades	
D. Social Studies—World Human Geography, Economic Geography, and Social Studies for the Junior High Grades	
E. Health—Health Education, Nutrition Education, and Physical Education for the Junior High Grades	
F. Science—Conservation and Science for the Junior High Grades	
Introduction to Education .....	5 hours
Educational Psychology .....	5 hours
The Junior High Grades Curriculum .....	5 hours
Materials and Methods for the Junior High Grades .....	5 hours
Apprentice Teaching in the Junior High Grades .....	15 hours
Electives (Exclusive of advanced military science) .....	20 hours
Minimum total .....	195 hours

Education 431b (Apprentice Teaching in the Junior High Grades) is required of all pre-service trainees. Students who have had at least a year of teaching experience may, upon approval by the Head of the Education Department and the Dean, substitute Education 441b and 451b for this course.



**DEPARTMENT OF EDUCATION & PSYCHOLOGY****COURSES IN EDUCATION****204. INTRODUCTION TO EDUCATION. 5 hours**

*Fall and Spring Quarters.* Prerequisite to other education courses.

The primary purpose of this course is to furnish guidance to prospective teachers. Teaching as a profession will be carefully analyzed. Students will study and evaluate their own abilities and traits as attributes of the teacher's personality. An overview of the American public-school system will be presented. A minimum of one hour weekly will be spent observing a demonstration teacher.

**305. EDUCATIONAL PSYCHOLOGY. 5 hours**

*Winter Quarter and Summer Term.*

Emphasis on learning: its nature, motivation, retention, appraisal, transfer, and application. Adjustment of educational practices to individual differences in abilities and interests among pupils will be considered. Some observation in teaching-learning situations will be done.

**311a. ELEMENTARY SCHOOL CURRICULUM. 5 hours**

*Fall Quarter and Summer Term.*

This course is designed to help teachers better understand the curriculum in grades one through six. Objectives and content of the curriculum are discussed from the standpoint of teaching. Directed observation in selected schools is required. Class, including laboratory, meets ten hours each week.

**311b. CURRICULUM FOR THE JUNIOR HIGH GRADES. 5 hours**

*Fall Quarter and Summer Term.*

In this course consideration will be given to problems in planning for and executing appropriate learning experiences for the children of grades seven through nine. Directed observation in selected schools is required. Class, including laboratory, meets ten hours each week.

**401. AUDIO-VISUAL EDUCATION. 5 hours**

*Summer Term.*

It is intended that both beginning and experienced teachers will increase their efficiency in the use of such instructional aids as specimens, models, photographs, drawings, cartoons, charts, graphs and maps as well as in the use of such equipment as the phonograph, tape recorder, radio, television, and projectors of various types (including motion pictures). The psychological principles underlying the use of these materials will be discussed. Some laboratory work will be included.



403. PROBLEMS IN EDUCATIONAL PSYCHOLOGY 5 hours  
(*On Demand*)

Students will have an opportunity to work in small groups or alone on such problems as grouping for individual differences, measurement of mental ability, providing for mental health of pupils, or other pertinent matters.

404. PROBLEMS IN CURRICULUM AND METHODS. 5 hours  
(*On Demand*)

Students will study problems pertaining to selecting and organizing subject matter, providing materials, adapting instructional procedures to groups of varying ability levels, using audio-visual aids or related matters. Opportunity will be given to work in small groups or alone.

416. EDUCATIONAL MEASUREMENTS AND EVALUATION. 5 hours

*Spring Quarter.* Prerequisites: Three courses in education or psychology, or an approved equivalent.

Theory of and practice in construction, administration, and interpretation of tests and other measuring devices for mental ability, special aptitudes, scholastic achievement and personality. Each student will do laboratory work in his field of interest. How such devices can be utilized to evaluate and improve instruction will be emphasized.

417. MENTAL HYGIENE. 5 hours  
See Courses in Psychology.

- 421a. MATERIALS AND METHODS IN THE ELEMENTARY SCHOOL. 5 hours  
*Fall Quarter.*

Basic techniques involved in the effective guidance of the learning of children in the elementary school, as well as the various instructional materials adapted for use at this level, are studied. Directed observation in selected schools is required. Class, including laboratory, meets ten hours each week.

- 421b. MATERIALS AND METHODS IN THE JUNIOR HIGH GRADES. 5 hours  
*Fall Quarter.*

Basic techniques involved in the effective guidance of learners in grades seven through nine, as well as the various instructional materials adapted for use at this level, are studied. Directed observation in selected schools is required. Class, including laboratory, meets ten hours each week.



431a. APPRENTICE TEACHING IN THE  
ELEMENTARY SCHOOL. 15 hours

*Winter Quarter.* Prerequisites: Scholastic standing of at least C, residence at North Georgia College for two quarters; written application approved one quarter in advance.

Observation and participation in teaching in an elementary school throughout the day during the quarter. Gradual induction into the situation with increasing responsibility until teaching full time. An apprentice making satisfactory progress will assume the complete teaching load for at least three weeks. One conference per week will be held with college coordinator, to be followed by at least twelve hours of conferences during the last week of the quarter. Apprentices will be expected to live in the community where the school to which they are assigned is located.

431b. APPRENTICE TEACHING IN THE  
JUNIOR HIGH SCHOOL GRADES 15 hours

*Winter Quarter.* Prerequisites: Scholastic standing of at least C, residence at North Georgia College for two quarters; written application approved one quarter in advance.

Observation and participation in teaching in a seventh, eighth, or ninth grade throughout the day. Gradual induction into the situation with increasing responsibility until teaching full time. An apprentice making satisfactory progress will assume the complete teaching load for at least three weeks. One conference per week will be held with college coordinator and at least twelve hours of conferences will be attended during the last week of the quarter. Apprentices will be expected to live in the community where the school to which they are assigned is located.

441a. WORKSHOP FOR ELEMENTARY  
TEACHERS. 10 hours

(*On Demand*). Open only to juniors, seniors, and post-graduates who have had no previous workshop experience but have completed at least three courses in education.

The entire school day will be devoted to activities especially planned to provide in-service elementary teachers with an opportunity to work on instructional problems.

441b. WORKSHOP FOR JUNIOR HIGH  
TEACHERS 10 hours

(*On Demand*). Open only to juniors, seniors, and post-graduates who have had no previous workshop experience but have completed at least three courses in education.

The entire school day will be devoted to activities especially planned to provide in-service teachers of grades seven through nine with an opportunity to work on instructional problems.



451a. ADVANCED WORKSHOP FOR ELEMENTARY  
TEACHERS. 5 hours

(*On Demand*). Prerequisite (toward degree requirements only): Education 441a or the approved equivalent.

Problems concerning the evaluation of instruction will be given particular emphasis. One-half of the school day will be devoted to these and other problems of elementary teachers. The remainder of the day may be spent in a specialized course offered by the workshop staff.

451b. ADVANCED WORKSHOP FOR JUNIOR  
HIGH GRADE TEACHERS 5 hours

(*On Demand*). Prerequisite (toward degree requirements only): Education 441b or the approved equivalent.

Problems concerning the evaluation of instruction will be given particular emphasis. One-half of the school day will be devoted to these and other problems of teachers in grades seven through nine. The remainder of the day may be spent in a specialized course offered by the workshop staff.

## COURSES IN PSYCHOLOGY

The major and minor in psychology consist of 30 and 20 hours beyond Psychology 201, respectively. Either, but not both, Psychology 301 or 302 may be included in a major or minor.

201. GENERAL PSYCHOLOGY. 5 hours

*Each Quarter.* Prerequisite to all other psychology courses.

A study of human behavior, including motivation, emotions, learning, individual differences, and the development of personality. A general survey of the field of psychology.

301. CHILD DEVELOPMENT. 5 hours

*Spring Quarter and Summer Term.*

A study of the roles played by maturation and experience in the social, emotional, moral, and physical development of children from the prenatal period to adolescence. Observation of children in a public school required two hours weekly.



## 302. PSYCHOLOGY OF ADOLESCENCE. 5 hours

*Fall Quarter.*

A study of the development of the human being from puberty through adolescence with emphasis upon general life problems facing youth during this period. Investigations will be made into ways and means of helping youth to make proper adjustments to these problems.

## 305. EDUCATIONAL PSYCHOLOGY. 5 hours

*Winter Quarter and Summer Term.*

See Courses in Education.

## 315. SOCIAL PSYCHOLOGY. 5 hours

*Winter Quarter, 1964.*

A study of human relationships as applied to social activities, language, customs, propaganda, pressure groups, leadership and crowds.

## 353. BUSINESS PSYCHOLOGY. 5 hours

*Spring Quarter, 1963.*

This course presents psychological principles and their applications to human relations and human engineering. Such topics as personnel selection and training, safety, morale, and fatigue are treated.

## 416. EDUCATIONAL MEASUREMENTS AND EVALUATION. 5 hours

See Courses in Education.

## 417. MENTAL HYGIENE. 5 hours

*Winter Quarter, 1963.*

A study of the more general factors which influence mental efficiency; the significance and importance of mental hygiene in modern life. Personal, family, vocational, and social problems as they are related to mental health will be discussed.

## 453. ABNORMAL PSYCHOLOGY. 5 hours

*Spring Quarter, 1964. Prerequisite: Junior standing.*

This course presents various forms of abnormal behavior, with reference material drawn from clinical sources. Emphasis is placed upon the causes, prevention, and treatment of maladjusted individuals. Modern therapy will receive special attention.



## SPECIALIZED COURSES FOR ELEMENTARY AND JUNIOR HIGH GRADES TEACHERS

### ART

205. PUBLIC SCHOOL ART. 3 hours

*Summer Term.*

A study of the place of art in the school program. Understanding and evaluation of child art are considered. An insight into the principles of art is developed through laboratory practice in painting, drawing, design, simple lettering, color study, clay modeling, finer paintings, and poster making.

305. HANDICRAFTS. 3 hours

*Summer Term.*

A continuation of Public School Art with emphasis on principles of art as applied to constructive design in paper, clay, metal, fabrics, and wood. Emphasis is given to crafts suitable for leisure-time activities.

405. ART IN INDIVIDUAL DEVELOPMENT. 3 hours

*Summer Term.*

This course emphasizes the role of art in the development of pupils. Readings and laboratory work will be so organized that students may concentrate on activities suitable for early-elementary, upper-elementary, or junior-high pupils.

### HEALTH

HEALTH EDUCATION (Phy. Ed. 390). 5 hours  
See Page 99.

NUTRITION EDUCATION (Home Economics 305) 3 hours  
*Summer Term.*  
See Page 71.

420a. PHYSICAL EDUCATION FOR THE ELEMENTARY SCHOOL. 3 hours  
See Page 100.

420b. PHYSICAL EDUCATION FOR THE JUNIOR HIGH GRADES. 3 hours  
See Page 100.



### LANGUAGE ARTS

#### 308. CHILDREN'S LITERATURE. 4 hours

*Fall Quarter and Summer Term.*

The reading and evaluation of books for children. Discussed in the course are sources of information about children's books, children's interests in reading, the work of important authors and illustrators, and problems in the guidance of reading.

#### 320a. LANGUAGE ARTS FOR THE ELEMENTARY GRADES. 3 hours

*Spring Quarter, 1963.*

This course provides for individual diagnosis and correction of problems in the student's handwriting, spelling, oral and written expression. Consideration is given to the study of appropriate techniques and materials for the teaching of reading, handwriting, spelling, and oral and written expression in the elementary school.

#### 320b. LANGUAGE ARTS FOR THE JUNIOR HIGH GRADES. 3 hours

*Spring Quarter, 1963.*

Individual diagnosis and correction of problems in handwriting, spelling, oral and written expression of the student is provided. Consideration is given to the study of suitable techniques and materials for the teaching of reading, spelling, and oral and written expression in the middle grades.

#### 420. READING IN THE ELEMENTARY AND JUNIOR HIGH GRADES. 5 hours

*(On Demand)*

An intensive course in the improvement of reading skills. The role of vocabulary development, phonics, and word recognition as each is related to speed and comprehension will be studied. Students will explore techniques used in determining causes of reading difficulties.

### MATHEMATICS

#### 107. COLLEGE ARITHMETIC. 5 hours

*Winter Quarter and Summer Term.*

A comprehensive study of the foundations and developments of grammar-school arithmetic designed to provide elementary teachers functional competence and a thorough understanding of the processes of arithmetic with an introduction to algebra and plane geometry.

Not admissible as credit toward a major in mathematics, a teaching major, or a teaching minor.



*MUSIC*

## 206. FUNDAMENTALS OF MUSIC. 3 hours

*Winter and Spring Quarters.*

This course is designed to provide experiences in the fundamental aspects of music: rhythm, singing, playing an instrument, listening, reading, and notation.

## 209a. MUSIC APPRECIATION. 3 hours

*See Page 87.*

## 306a. MUSIC FOR THE ELEMENTARY GRADES. 3 hours

*Spring Quarter and Summer Term, 1964.*

A course designed to develop in teachers an understanding of child growth through music. Materials, methods, and problems pertaining to the teaching of music in the elementary school are studied.

## 306b. MUSIC FOR THE JUNIOR HIGH GRADES. 3 hours

*Spring Quarter and Summer Term, 1964.*

A study of materials and methods appropriate for the grades seven through nine with emphasis on the child voice, choral work, and the development of appreciation.

*SCIENCE*

## 303. NATURE STUDY. 3 hours

*Summer Term.*

Lecture, laboratory, and field study of plants, animals, and other aspects of nature as they affect our everyday life.

## 304a. SCIENCE FOR THE ELEMENTARY SCHOOL. 3 hours

*Summer Term.*

A course dealing with the everyday aspects of physics, chemistry, biology, and astronomy as they might need to be explained by the elementary teacher with little other specific training in science. The work will include many demonstrations and simple experiments that can be performed with everyday materials that will be available in the average elementary school and home situation.



304b. SCIENCE FOR THE JUNIOR  
HIGH GRADES.

3 hours

*Summer Term.*

A course dealing with the everyday aspects of physics, chemistry, biology, and astronomy with emphasis on content suitable for teachers of junior high grade science or of general science in high school. The work will include demonstrations and simple experiments that can be performed with the type of equipment available in the average junior high grade situation with some introduction to the more complete equipment that may be found in some of the junior high school laboratories.

405. THE CONSERVATION AND USE OF  
NATURAL RESOURCES.

4 hours

*Spring Quarter.*

A course designed to acquaint students with the importance of and problems pertaining to the conservation and use of such resources as soil, minerals, water, forests, and wildlife. Three hours of class and two hours of laboratory work weekly.

*SOCIAL STUDIES*

202. WORLD HUMAN GEOGRAPHY.

5 hours

*Fall Quarter.*

Earth conditions will be studied with reference to the adaptations made to them by man. The influence of geographical factors on modes of living, types of occupations, social organization and government will be given emphasis.

ECONOMIC GEOGRAPHY. (Business  
Administration 302)

5 hours

See Page 58.

AMERICAN HISTORY. (History 301, 302, 303)

5 hours

See Page 106.

320a. SOCIAL STUDIES FOR THE  
ELEMENTARY GRADES.

3 hours

*Winter Quarter and Summer Term.*

An integrated social-studies course designed for elementary teachers. Consideration will be given to such topics as local government functions; transportation; ways of communication, such as television, radio, newspapers; and property rights and responsibilities.



320. SOCIAL STUDIES FOR THE  
JUNIOR HIGH GRADES.

3 hours

*Winter Quarter and Summer Term.*

An integrated course for teachers in grades seven, eight and nine. Topics considered include responsibilities of family membership, occupations, labor unions, taxation, and world cultures other than our own.

**DEPARTMENT OF LANGUAGES AND LITERATURE****BACHELOR OF ARTS DEGREE**

(WITH MAJOR IN LITERATURE OR FRENCH)

English 101, 102, 200, and either 201 or 202; or English 105H, 200, 201, 202 .....	20 hours	
Mathematics 111, 206 .....	10 hours	
Modern Language (See Modern Language Requirements, page 46) .....	20 hours	
Science .....	15 hours	
History 101, 102 and 204 .....	15 hours	
Philosophy 308 .....	5 hours	
Political Science 201 .....	5 hours	
General Psychology 201 .....	5 hours	
Basic Military Science or Physical Education .....	10 hours	
<i>MAJOR IN ENGLISH</i> consists of six (6) courses, 30 hours, from 300-400 advanced courses. In ad- dition, majors in English are required to com- plete all three sophomore courses in English 200, 201 and 202 .....		30 hours
<i>MAJOR IN FRENCH</i> consists of courses 301, 302 315, 350, 417 and 418.		
<i>Minor</i> (chosen from other fields listed on page 47) .....	20 hours	
Electives .....	40 hours	

**A MINOR IN LITERATURE OR LANGUAGE**

A minor in English consists of four (4) courses, 20 hours, from 300-400 advanced courses.

A minor in languages is available in French, German and Spanish. A minor consists of courses 211-212 plus three advanced courses in one language.



## COURSES IN ENGLISH

REMEDIAL SPELLING. Non-credit

*Given all quarters.* Two recitations a week.

Students found deficient in spelling may be required to attend this special class until the deficiency is removed, whether several quarters or just a few weeks are required. Upperclassmen as well as freshmen may be assigned this remedial work.

101, 102. ENGLISH COMPOSITION. 5, 5 hours

*Given all quarters.*

Study and practice in principles of English composition including the sentence; the paragraph; the essay; vocabulary.

Required of all students. Students must demonstrate satisfactory proficiency in English 101 before being admitted to English 102.

105H. HONORS COURSE. 5 hours

*Fall Quarter.*

Students who have high entrance scores and who qualify by writing an acceptable theme may be placed in a special course to cover their freshman English needs in one quarter. These students will complete their degree requirements in English by taking all three basic literature courses, English 200-201-202. Any student not doing satisfactory work in English 105H may be changed to the regular English 101 not later than the end of the first grade period.

200. TYPES OF LITERATURE. 5 hours

*Given all quarters.* Prerequisite to all other literature courses.

An introduction to the study of the novel, short story, drama, and poetry. Reading of selected works; lectures and discussions; writing of critical essays.

201. MASTERPIECES OF WORLD  
LITERATURE IN TRANSLATION. 5 hours

*Given all quarters.*

Study of selected world masterpieces, with attention to artistic form and currents of thought related to Western culture.

202. SURVEY OF ENGLISH LITERATURE. 5 hours

*Given all quarters.*

Study in chronological order of selected masterpieces representative of the periods of English literature from its beginnings to 1900.



## 205. HUMANITIES. 5 hours

*Summer Term.*

Music Appreciation for the listener. This course is designed to give to the musically untrained listener the fundamental knowledge necessary for incorporating standard music into his recreational and spiritual life. It is of importance to public school teachers. No technical knowledge of music is needed.

## 209. HUMANITIES. 3 hours

*Spring and Summer Quarters.*

Music Appreciation (short course). A general course in Music Appreciation for the layman. This course duplicates Humanities 205 through the Classical and Romantic schools, so independent credit will not be given for the two courses.

## 210. HUMANITIES. 3 hours

*Spring Quarter.*

Art Appreciation. A general study of architecture and painting for the layman. This course is an urgent background for those who may travel later in Europe.

## 211. SPEECH. 5 hours

*Spring, Winter, and Summer Quarters.*

A course designed to help the speaker achieve a style of speaking which is natural, correct, and effective. Open to freshmen by permission only.

## 215. ORAL INTERPRETATION. 5 hours

*Spring Quarter.* Prerequisite: English 211 or permission of the department.

Principles of oral interpretation; practice in analysis and reading aloud of prose, poetry, and drama.

## 302. AMERICAN LITERATURE. 5 hours

*Fall Quarter, 1963.*

A survey of American literature from Colonial days to the Twentieth Century, emphasizing political and social developments.

## 306. SHAKESPEARE. 5 hours

*Winter Quarter, 1964.*

A study of selected representative comedies, chronicles, and tragedies, with emphasis on tragedies.



307. ADVANCED ENGLISH GRAMMAR. 5 hours  
*Spring Quarter, 1963.*

A comprehensive study of English grammar, including historical and descriptive aspects; diagramming of sentences.

309. THE NOVEL. 5 hours  
*Winter Quarter, 1963.*

Studies in the development of prose fiction from the Eighteenth Century to the present.

315. DRAMA. 5 hours  
*Fall Quarter, 1962.*

A survey of drama from early Greek to the present.

401. HISTORY OF THE ENGLISH LANGUAGE. 5 hours  
*Fall Quarter, 1963.*

An introduction to the study of linguistics and its elements with special reference to the development of modern English from its beginnings to the present.

440. ENGLISH LITERATURE TO 1500. 5 hours  
*Winter Quarter, 1963.*

A survey of English literature from its Anglo-Saxon beginnings to the English Renaissance. Emphasis is on Chaucer.

460. ENGLISH RENAISSANCE. 5 hours  
*Spring Quarter, 1963.*

A survey of non-dramatic English literature from 1500 to the Restoration. Emphasis is on Spenser and Milton.

480. ENGLISH LITERATURE OF THE  
EIGHTEENTH CENTURY. 5 hours  
*Winter Quarter, 1964.*

A general survey of prose and poetry from Pepys to the early Romantic writers.

490. ENGLISH LITERATURE OF NINETEENTH  
CENTURY ROMANTICISM. 5 hours  
*Spring Quarter, 1963.*

A study of Romanticism with emphasis on the major poets.



495. ENGLISH LITERATURE OF THE VICTORIAN ERA. 5 hours

*Spring Quarter, 1964.*

A study of the major writers of the period in both prose and poetry. A general study of social conditions in England from 1832 to 1900.

498. CONTEMPORARY AMERICAN AND BRITISH LITERATURE. 5 hours

*Fall Quarter, 1962.*

American and British literature of the Twentieth Century, with emphasis on the prose and poetry of America.

## COURSES IN FRENCH

- 101-102. ELEMENTARY FRENCH. 10 hours

*Fall-Winter Quarters.*

Basic grammar and reading, with stress on oral-aural procedures. Not credited in duplication of high school units until completion of French 211-212.

211. FRENCH GRAMMAR REVIEW. 5 hours

*Fall and Spring Quarters.* Prerequisite: French 102 or a passing score on the French Placement Test.

Review of grammar with continued conversation and reading.

212. FRENCH CONVERSATION AND READING. 5 hours

*Winter Quarter.* Prerequisite: French 211.

Reading of standard texts with stress on oral expression and comprehension.

301. FRENCH LITERATURE AND CULTURE. 5 hours

*Spring Quarter, 1963.* Prerequisite: French 212 or permission of department.

An introduction to the chief French authors through the Eighteenth Century. Instructional lectures and readings are provided on French customs and culture.

302. FRENCH LITERATURE AND CULTURE. 5 hours

*Spring Quarter, 1964.* Prerequisite: French 212 or permission of department.

An introduction to the chief French authors of the Nineteenth Century with the reading of representative works. Instructional lectures and reading are provided on French customs and culture.



315. ADVANCED CONVERSATION AND  
COMPOSITION.

5 hours

*Winter Quarter.* Prerequisite: French 212.

This course is taught in conjunction with French 212 to afford grammar review, but it requires additional composition and conversation on more fluent level.

350. FRENCH PHONETICS.

5 hours

*Fall Quarter, 1962.* Prerequisite: French 212.

An intensive study of pronunciation building fluent expression.

417. SURVEY OF SEVENTEENTH CENTURY  
FRENCH LITERATURE.

5 hours

*Fall Quarter, 1964.* Prerequisite: French 212.

418. SURVEY OF NINETEENTH CENTURY  
FRENCH LITERATURE.

5 hours

*Fall Quarter, 1963.* Prerequisite: French 212.

## COURSES IN GERMAN

101-102. ELEMENTARY GERMAN.

10 hours

*Fall-Winter Quarters; double section in Spring Quarter.*

Basic grammar and reading, with stress on oral-aural processes. Not credited in duplication of high school units until completion of German 211-212.

211. GERMAN GRAMMAR REVIEW.

5 hours

*Fall Quarter, 1962; Spring and Summer Quarters regularly.*  
Prerequisite: German 102 or a passing score on the German Placement Test.

Review of grammar with continued conversation and reading.



212. GERMAN CONVERSATION AND READING. 5 hours

*Winter Quarter, 1963; thereafter, Fall Quarters.* Prerequisite: German 211.

Reading of standard texts with stress on oral expression and comprehension.

301. GERMAN LITERATURE AND CULTURE. 5 hours

*Winter Quarter, 1963.* Prerequisite: German 212 or permission of the department.

A general survey of German literature through the classical period with lectures on German music, painting, architecture, and history.

302. GERMAN LITERATURE AND CULTURE. 5 hours

*Winter Quarter, 1964.* Prerequisite: German 212 or permission of the department.

A general survey of German literature of the Nineteenth Century with lectures on German music, painting, architecture, and history.

315. ADVANCED CONVERSATION  
AND COMPOSITION. 5 hours

*Winter Quarter, 1963; thereafter, Fall Quarters.* Prerequisite: German 212.

This course is taught in conjunction with German 212 to afford grammar review but it requires additional composition and conversation on a more fluent level.

## COURSES IN RUSSIAN

301-302. BASIC RUSSIAN. 5, 5 hours

*Winter-Spring Quarters.* Prerequisite: Degree requirements met or being met in another language.

A rapid course in reading and basic conversation for students who are already experienced in language procedures. Russian 301 is credited without completion of Russian 302 but is prerequisite to the second course.



**COURSES IN SPANISH****101-102. ELEMENTARY SPANISH. 10 hours**

*Winter-Spring Quarters.*

Basic grammar and reading, with stress on oral-aural processes. Not credited in duplication of high school units until completion of Spanish 211-212.

**211. SPANISH GRAMMAR REVIEW. 5 hours**

*Fall Quarter.* Prerequisite: Spanish 102 or a passing score on the Spanish Placement Test.

Review of grammar with continued conversation and reading.

**212. SPANISH CONVERSATION AND READING. 5 hours**

*Winter Quarter.* Prerequisite: Spanish 211.

Reading of standard texts with stress on oral expression and comprehension.

**301. SPANISH LITERATURE AND CULTURE. 5 hours**

*Fall Quarter, 1962.* Prerequisite: Spanish 212 or permission of the department.

A general survey of Spanish literature through the Eighteenth Century, with lectures on Spanish history, art, and architecture.

**302. SPANISH LITERATURE AND CULTURE. 5 hours**

*Fall Quarter, 1963.* Prerequisite: Spanish 212 or permission of the department.

A general survey of Nineteenth Century and Generation of 1898 literature, with lectures on Spanish history, art, music, and architecture.

**315. ADVANCED CONVERSATION AND COMPOSITION. 5 hours**

*Winter Quarter.* Prerequisite: Spanish 212.

This course is taught in conjunction with Spanish 212 to afford grammar review, but it requires additional composition and conversation on a more fluent level.



## DEPARTMENT OF MATHEMATICS

### BACHELOR OF ARTS AND BACHELOR OF SCIENCE DEGREE WITH A MAJOR IN MATHEMATICS

#### COURSE REQUIREMENTS

English 101, 102, 200 and 201 or 202 or 105H, 200, 201, 202 .....	20 hours
Basic Mathematics 111, 206 .....	10 hours
History 101, 102 & 204 or Pol. Sci. 201 101, 102, 204 and Pol. Sci. 201 .....	15 or 20 hours
Modern Language .....	15 or 20 hours
Science .....	15 or 20 hours
Philosophy 308 or American History .....	5 hours
Psychology 201 .....	5 hours
Basic Military Science or Physical Education .....	10 hours

*MAJOR IN MATHEMATICS* consists of seven (7)  
courses chosen from the following under the  
direction of the Head of the Department—222,  
345, 346, 347, 355, 360, 400, and 410 (\*) ..... 35 hours  
*Minor* selected from other fields listed on page 47 20 hours  
Electives ..... 35 hours

(\*) None of these major courses may be taken as such unless the grade earned in each of the prerequisite mathematics courses was C or better. Departmental majors are expected to maintain a B average in these courses.

#### MINOR IN MATHEMATICS

A minor in mathematics consists of the following courses: 222, 345, 346, 347 and one (1) additional course chosen from 355, 360, 400 or 410 and the approval of the head of the department.

#### COURSES OF STUDY

105. INTERMEDIATE ALGEBRA. Non-credit

*All Quarters.*

Five hours of recitation per week designed to meet the needs of students whose high school transcript or placement score indicates an inadequate mathematical preparation.

A review of the fundamental operation of elementary algebra through quadratics.

111. PLANE TRIGONOMETRY. 5 hours

*Fall, Winter and Spring Quarters.*

A study of the trigonometric functions and their applications to the solutions of triangles and to elementary analysis. The emphasis is on the analytic applications as opposed to triangle solving.



## 206. COLLEGE ALGEBRA. 5 hours

*Fall, Winter, and Spring Quarters.* Prerequisite: Mathematics 111.

A review of the fundamental operations, factoring, fractions, linear and quadratic equations; theory and practice in the use of logarithms; mathematical induction; permutations, combinations, and probability; elementary theory of equations.

## 215. PLANE SURVEYING. 5 hours

*Spring Quarter.* Prerequisites: Mathematics 111 and Engineering Drawing 101.

This course is designed to give the student a fair working knowledge of surveying instruments and their care and use. Field work in chaining, leveling, compass, plane table and transit surveys. Office work in calculation from field notes and map making. This course is given from text notes and library references, and will conform to methods and forms in use in good engineering practice.

## 222. PLANE ANALYTIC GEOMETRY. 5 hours

*Fall and Spring Quarters.* Prerequisite: Mathematics 206.

The analytic geometry of the point, line, circle and elementary properties of conic sections; transformations of coordinates, polar and rectangular graphs and the simpler transcendental curves, and parametric equations.

## 320. APPLIED MECHANICS. 5 hours

*Spring Quarter.* See Department of Physics.

## 345. DIFFERENTIAL CALCULUS. 5 hours

*Fall and Winter Quarters.* Prerequisite: Mathematics 222.

The limit concept of the calculus and its employment in derivatives of algebraic and transcendental functions; the applications of derivatives to problems in maxima, minima, rates, and so on.

## 346. INTEGRAL CALCULUS. 5 hours

*Winter and Spring Quarters.*

This course is a continuation of Mathematics 345 and includes curvature, theorem of mean value, indeterminate forms, formal integration, integration by various devices, and applications to areas, lengths, and volumes.



## 347. INTERMEDIATE CALCULUS. 5 hours

*Spring Quarter.*

This course is a continuation of Mathematics 346 covering series, expansion of functions, hyperbolic functions, partial differentiation and multiple integrals.

## 350. DESCRIPTIVE ASTRONOMY. 5 hours

*Winter Quarter.*

A general study of the celestial spheres and of introductory modern astronomy with some details of our solar system. The course includes laboratory telescope observations and planetarium demonstrations.

## 355. ELEMENTARY THEORY OF EQUATIONS. 5 hours

*Spring Quarter.* Prerequisite: Approval by head of department.

Nature and evaluations of roots, cubic and biquadratic functions, symmetric functions.

## 360. INTRODUCTION TO MODERN ALGEBRA. 5 hours

*Winter Quarter.* Prerequisite: Approval by head of the department.

An introduction to the number system, groups, fields, matrices, and vectors.

## 400. DIFFERENTIAL EQUATIONS. 5 hours

*Fall Quarter.*

Ordinary differential equations with application to physics and mechanics.

## 410. INTRODUCTION TO ANALYSIS. 5 hours

*Winter Quarter.* Prerequisites: 10 hours Mathematics beyond Math. 346.

An introduction to the real and complex number systems, the basic notions on set theory, the limit concept and continuity, vector analysis, Fourier series and Fourier Integrals.



## COURSES IN ENGINEERING DRAWING

## 101. ENGINEERING DRAWING. 2 hours

*Fall Quarter.*

First quarter of a two-quarter course requiring six or more hours in the drawing room each week. The course covers proper use of drawing instruments and equipment, the theory of orthographic projection, applied geometry, auxiliary projection, and pictorial representation. Particular emphasis is placed on development of technique. Only pencil drawings are required.

## 102. ENGINEERING DRAWING 2 hours

*Winter Quarter.* Prerequisite: Engineering Drawing 101.

The second quarter of the two-quarter course covers section work, dimensioning, working drawings, technical sketching, pencil drawings for reproduction and fastening devices.

## METEROLOGY AND CLIMATOLOGY

## 301. METEOROLOGY. 5 hours

*Winter Quarter.* Prerequisites: Mathematics 111 and 206.

A basic course designed to acquaint the student with the fundamental concepts of meteorology and its relation to other fields of interest. Mathematics will be used when it seems essential to the complete understanding of a concept. Included are such topics as air masses and fronts, cloud classification, precipitation mechanisms, weather observations, fundamental forecasting theories, and interpretation of weather charts and diagrams.

## 303. CLIMATOLOGY. 5 hours

*Spring Quarter.* Prerequisite: Meteorology 301.

An introduction to the characteristics and distribution of climatic controls and elements dealing with the description of climates and the physical processes that produce climates; also, the methods whereby climates are classified and the world distribution of climatic types.



## DEPARTMENT OF PHYSICAL EDUCATION

### REQUIREMENTS FOR A MAJOR IN PHYSICAL EDUCATION

English 101, 102, 200 and 201 or 202 or 105H, 200, 201, 202	20 hours
Biology 101, 102, 323	15 hours
Mathematics 111, 206	10 hours
Public Speaking 211	5 hours
Psychology 201	5 hours
Social Science 101, 102; and History 204 or Pol. Science 201	15 hours
Basic Military Science or Physical Education	10 hours
Physical Education Major	53 hours
(*) Academic Concentration	35 hours
Approved Electives	27 hours

(\*) None of the required courses listed above may be recorded in the hours required in Academic Concentration (35 hours).

The Department of Health and Physical Education provides a required program of basic physical education for men and women, a sports program for men and women, an intercollegiate athletic program for men and women, and a professional program for the preparation of teachers on the secondary school level.

All freshman and sophomore men and women are required to satisfactorily complete six quarters of basic physical education. Classes meet two hours per week.

#### *Required Physical Education for Men*

##### FRESHMAN PHYSICAL EDUCATION.

- 100M. Fall Quarter—Physical Training and Swimming.
- 101M. Winter Quarter—Physical Training and Tumbling.
- 102M. Spring Quarter—Swimming and Softball.

##### SOPHOMORE PHYSICAL EDUCATION.

- 200M. Fall Quarter—Boxing and Wrestling.
- 201M. Winter Quarter—Physical Training and Basketball.
- 202M. Spring Quarter—Volleyball and Tennis.

#### *Required Physical Education for Women*

##### FRESHMAN PHYSICAL EDUCATION.

- 100W. Fall Quarter—Swimming and Body Mechanics.
- 101W. Winter Quarter—Tumbling and Folk Dancing.
- 102W. Spring Quarter—Softball and Swimming.

##### SOPHOMORE PHYSICAL EDUCATION.

- 200W. Fall Quarter—Tennis and Field Hockey.
- 201W. Winter Quarter—Volleyball and Basketball.
- 202W. Spring Quarter—Badminton and Archery.



*Sports Program for Men*

Fall Quarter—Football, Horseshoes and Table Tennis.  
Winter Quarter—Basketball, Volleyball and Badminton.  
Spring Quarter—Softball, Tennis, Swimming and Track.

*Sports Program for Women*

Fall Quarter—Volleyball, Tennis and Table Tennis.  
Winter Quarter—Basketball and Badminton.  
Spring Quarter—Softball, Swimming and Archery.

**MAJOR REQUIREMENTS:**

Students majoring in Physical Education should take the following courses in addition to those listed under basic requirements; courses designated "M" are open only to men; courses designated "W" are open only to women; other courses are open to both men and women:

Men: 215, 225, 305M, 310M, 325M, 330, 390, 405, 410, 415, and 440 abc.

Women: 210, 215, 225, 310W, 315W, 330, 390, 405, 410, 415, 420 a&b, and 440 abc.

**210. DANCE. 3 hours***Winter Quarter.*

A study of folk, square, social, and contemporary dances with emphasis on their adaptation to school and playground uses. Five hours' lecture, research, and laboratory per week.

**215. HISTORY AND PRINCIPLES OF PHYSICAL EDUCATION. 5 hours***Spring Quarter.*

This is an orientation course for physical education majors and is divided into two parts. The first part deals with the history of physical education; the second part deals primarily with the basic principles of modern physical education, stressing aims and objectives with special reference to the value of physical education in the current economic and social life of the nation. Special consideration is given professional leadership and its prospects.

**225. RULES AND OFFICIATING. 3 hours**

*Spring Quarter.* Prerequisite: Approval by Head of Department.

A study and practice of the current rules and of the fundamental skills of officiating individual and team sports. Three hours per week of lecture, research, and laboratory.

**305M. FOOTBALL. 5 hours***Fall Quarter.*

Classes will meet two hours per day, five days per week. One hour a day lecture on the theory of coaching football, and at least one hour a day of practical experience coaching sports program football teams.



## 310M. BASKETBALL. 5 hours

*Winter Quarter.*

Classes will meet two hours per day, five days per week. Five lectures and demonstrations per week on the theory and practice of coaching basketball. Each student will have experience playing each position on the team under actual game conditions.

Practical experience will be obtained through directing this phase of the sports program.

## 310W. BASKETBALL AND VOLLEYBALL. 5 hours

*Winter Quarter.*

A study and practice of the fundamental skills and teaching techniques in basketball and volleyball. Five hours per week of lecture, research, and laboratory.

## 315W. SOFTBALL AND TENNIS. 5 hours

*Spring Quarter.*

A study and practice of the fundamental skills and teaching techniques in softball and tennis. Five hours per week of lecture, research, and laboratory.

## 325M. BASEBALL AND TRACK. 5 hours

*Spring Quarter.*

Classes will meet two hours per day, five days per week. Five lectures and demonstrations per week on the theory and practice of coaching baseball and track. The first half of the quarter will be devoted to baseball and the remainder to track.

330. FIRST AID AND SAFETY IN PHYSICAL  
EDUCATION AND ATHLETICS. 5 hours*Winter Quarter.*

Lectures and laboratory practices are given in the phases of first aid pertaining particularly to physical education and athletics.

## 390. HEALTH EDUCATION. 5 hours

*Winter Quarter and Summer Term.*

Planning, conducting, and evaluating school and community health education programs. Tests and measurements in health and physical education activities. Five hours per week of lecture, research, and laboratory.

405. MATERIALS AND METHODS IN PHYSICAL  
EDUCATION. 5 hours*Winter Quarter.*

A study of the methods and content of the physical education program according to age groups, capacities, needs, interests, and developmental level of the individual. Consideration is given to adapting the program to the materials and facilities available.



## 410. SCHOOL AND COMMUNITY RECREATION.

5 hours

*Spring Quarter.*

A study of the background for the present school and community recreation movement and of the types of recreation activities and methods of organizing them. A consideration of recreation's place in education and a review of the social institutions which are making a conspicuous contribution in the field of play and of the needs to which they have responded. An attempt will be made to point the way to a better type of organization of the social institutions within the community.

## 415. THE ADMINISTRATION OF PHYSICAL EDUCATION.

5 hours

*Fall Quarter.*

A study of the organization and administration of a department of physical education.

Stress will be placed on the importance of establishing a well organized department; the relationship of the varsity and sports programs to the student body as a whole; organization of the athletic program and recreational program, with emphasis placed on the best methods of organization and administration.

## 420a. PHYSICAL EDUCATION FOR THE ELEMENTARY SCHOOL.

3

## 420b. PHYSICAL EDUCATION FOR THE JUNIOR HIGH GRADES.

or  
4 hours

*Fall Quarter and Summer Term.* One section may be taken for three hours' credit or both sections for four hours' credit.

The courses are designed to acquaint the prospective teacher of the elementary and middle grades with a physical education program for the respective levels. The student will receive practical experience in all the facets of an adequate physical education program for the elementary and/or middle grades. Three and/or four hours per week of lecture, research, and laboratory.

## 440 a, b, c. CLASS AND PROGRAM PLANNING.

5 hours

Students will be assigned for two hours per week, these hours in conformity with the schedule for the required basic program. The course will consist of observation on the part of the student and participation in the solution of the practical problems which occur in the administration of the required physical education classes. Students will be assigned to this program for three quarters.



## DEPARTMENT OF PHYSICS

The Department of Physics offers courses leading to the B.S. degree with a major in physics. The curriculum for this degree covers the general field of physics and also provides opportunities for the selection of electives when individuals have special fields of interest. Students who have a strong interest in electronics may choose courses in electricity and electronics as part of their physics major. It is recognized that some persons majoring in the field will not follow physics as a profession, while for others, this course of study may precede entry into a scientific career. Flexibility is provided in the program so that a strong major can be developed with the courses offered. The demands of industry for people with training of this type give the program direct vocational appeal.

Below is an outline of course work for a period of 12 quarters leading to a B.S. degree with a physics major.

### FRESHMAN YEAR

<i>1st Quarter</i>	<i>2nd Quarter</i>	<i>3rd Quarter</i>
English 101 or 105H	English 102 or 105H	History 101
Mathematics 111	Mathematics 206	Mathematics 222
Physics 223	Physics 224	Physics 225
Military 100 (men)	Military 101	Military 102
Phys. Education 100	Phys. Education 101	Phys. Education 102

### SOPHOMORE YEAR

<i>1st Quarter</i>	<i>2nd Quarter</i>	<i>3rd Quarter</i>
Language X	Language X	Language X
Mathematics 345	Mathematics 346	Mathematics 347
Physics 230	Physics 240	Physics 310
Military 200	Military 201	Military 202
Phys. Education 200	Phys. Education 201	Phys. Education 203

### JUNIOR YEAR

<i>1st Quarter</i>	<i>2nd Quarter</i>	<i>3rd Quarter</i>
Chemistry 201	Chemistry 202	Chemistry 203
Physics 320 †	Physics 330 †	Physics 400 †
Physics Lab 345	Physics Lab 346	Physics Lab 347
Mathematics 400	English X	English X
Military 300	Military 301	Military 302



*SENIOR YEAR*

<i>1st Quarter</i>	<i>2nd Quarter</i>	<i>3rd Quarter</i>
History X	History X	Hist. or Philosophy X
Psychology	Physics 420 †	Physics 430 †
Physics 410 †	Physics 440 †	Elective
Physics Lab 475	Physics Lab 476	Military 402
Military 400	Military 401	Physics Lab 477

Courses marked X are designated by the department in which they are to be taken. A selection between several offerings is usually possible.

The language selected must be either German or French.

Courses marked † are recommended but not necessarily required. A minimum of 45 quarter hours of courses in physics is required for the degree, while 60 hours are recommended for those persons wishing to develop a strong major.

## 120. HOUSEHOLD PHYSICS. 5 hours

### *Fall Quarter.*

Required of all home economics students and open to all girls. The course surveys the fundamentals of physics with emphasis on the application of physical principles in the home. The laboratory work is devoted to experiments which are related directly to household appliances. Four lecture-recitations and one three-hour laboratory period per week.

## 121. INTRODUCTORY PHYSICS. 5 hours

### *Fall, Winter, and Spring Quarters.*

A survey of the principles of physics with applications to such modern devices as the automobile, radio, etc., which have been the result of the technological triumph of our age. Numerous demonstrations are used to clarify physical concepts. Five demonstration-lectures per week.

## 223. MECHANICS. 5 hours

*Fall and Winter Quarters.* To be taken with or after Mathematics 111.

A study of the properties of matter, and the mechanics of solids and fluids. The numerous problems solved are selected to emphasize fundamental principles as well as to promote skill in numerical solutions. The laboratory work is designed to clarify physical concepts, develop skill in making precise measurements, and proficiency in the manipulation of apparatus. Four lecture-recitations and one three-hour laboratory period per week.



**224. ELECTRICITY. 5 hours**

*Winter and Spring Quarters.* Prerequisite: Physics 223.

The course is a continuation of general physics. It deals with magnetism and static and current electricity. Four lecture-recitations and one three-hour laboratory period per week.

**225. HEAT, LIGHT, AND SOUND. 5 hours**

*Spring Quarter.* Prerequisite: Physics 223.

The course is a continuation of general physics. It deals with wave theories generally, and heat, light, and sound specifically. Four lecture-recitations and one three-hour laboratory period per week.

**230. MECHANICS—INTERMEDIATE. 5 hours**

*Not offered in 1962-63.* Prerequisite: Physics 223. May be taken concurrently with Mathematics 346.

The course deals with the effect of forces on rigid bodies in equilibrium and on objects in motion. Emphasis is placed on solution of problems. Mechanics may be used for either mathematics or physics credit.

**240. RADIO-ELECTRONICS. 5 hours**

*Winter Quarter.* Prerequisite: Physics 224.

A study of the elementary principles of radio. The laboratory work consists of study of radio circuits and the use of testing equipment. Four lecture-recitations and one three-hour laboratory per week.

**310. MODERN PHYSICS. 5 hours**

*Fall Quarter.* Prerequisites: Physics 224 and 225.

An introduction to modern physics, dealing with the elemental nature of matter and radiation, ionization of gases, the quantum theory, and current developments in atomic physics.

**320. MECHANICS—ANALYTICAL. 4 hours**

*Spring Quarter.* Prerequisites: 223 and Math. 346.

Kinematics using vector analysis, dynamics of particles, rotation and planetary motion, the linear harmonic oscillator, studies of energy, momentum and impact, plus the mechanics of extended bodies.

**330. THEORY OF OPTICS. 4 hours**

*Fall Quarter.* Prerequisite: Physics 225. May be taken concurrently with Mathematics 346.

A study of the electromagnetic field and its application to the phenomena of reflection, refraction, interference, diffraction, and spectroscopy. Four lecture-recitations per week.



## 375-376-377. PHYSICS LABORATORY I 1-1-1 hour

*Fall, Winter and Spring Quarters.* Required of third-year students majoring in physics.

Selected experiments from the various branches of physics, clarifying and expanding the work of the classroom, and developing good laboratory techniques. The evaluation and interpretation of experimental data.

## 400. HEAT. 4 hours

(*Not offered 1962-63*). Prerequisite: Physics 225. May be taken concurrently with Mathematics 346.

A study of temperature and its measurements, calorimetry, and some topics from thermodynamics. Four lecture-recitations per week.

## 410. ELECTRICITY AND MAGNETISM I 4 hours

(*Not offered 1962-63*). Prerequisites: Physics 224 and Mathematics 346.

A course considering in somewhat more advanced manner the topics of electrostatics, magnetostatics, electrolysis, basic circuit theory, and related topics.

## 420. ELECTRICITY AND MAGNETISM II 4 hours

(*Not offered 1962-63*). Prerequisite: Physics 410.

This course is a continuation of Physics 410 with emphasis on electrodynamics, alternating current theory, transmission lines, filters, electro-magnetic wave theory and related topics.

## 430. ELECTRONICS. 4 hours

*Spring Quarter.* Prerequisite: Physics 340. May be taken concurrently with Mathematics 346.

A course dealing with the theory and application of the electromagnetic spectrum from radio through X-rays as these radiations are produced, detected, and controlled by electronic devices.

## 440. NUCLEAR PHYSICS. 4 hours

*Winter Quarter.* Prerequisite: Physics 310.

A study of particle accelerators, natural radio-activity, radiation measuring instruments and the detection of nuclear particles. Other topics include transmutations, nuclear fission, chain reactions, and nuclear reactors.

## 475-476-477. PHYSICS LABORATORY II 1-1-1 hour

*Fall, Winter, and Spring Quarters.* Required of fourth-year students majoring in physics.

A continuation of Physics Laboratory I.



## DEPARTMENT OF SOCIAL SCIENCE

### BACHELOR OF ARTS DEGREE WITH A MAJOR IN HISTORY

#### *Course Requirements*

English 101, 102, 200 and 201 or 202, or 105H, 200, 201, 202 .....	20 hours
Mathematics 111, 206 .....	10 hours
Modern Language (see modern language requirements, page 46) .....	20 hours
Science .....	15 hours
History 101, 102, 204 .....	15 hours
Political Science 201 .....	5 hours
Philosophy 308 .....	5 hours
General Psychology 201 .....	5 hours
Basic Military Science or Physical Education .....	10 hours

*HISTORY MAJOR* consists of six (6) upper-division courses above the basic requirements. The following courses are required: 301, 302, 303 and 422. Two (2) additional courses from the following must be taken: 311, 315, 321, 331, 411, 421, and 430. It is strongly advised that a major take at least eight (8) of these courses. 30 hours  
*Minor* (chosen from a field listed on page 47) ..... 20 hours  
 Electives ..... 40 hours

Changes other than the normal adjustment of schedules must have the approval of the Head of the Department of Social Science and the Dean.

#### *A Minor in History*

A minor in history consists of four upper-division courses approved by the Head of the Department of Social Sciences and the Dean.

### COURSES IN HISTORY

101, 102. CONTEMPORARY CIVILIZATION. 5, 5 hours

*Fall, Winter, Spring Quarters, and Summer Term.*

Courses 101 and 102 are designed to give the student a foundation for historical study as well as an insight into responsible citizenship.

The course includes a brief survey of ancient and medieval history followed by a survey of social, political, and economic movements and institutions in western civilization from 1500 to the present and major developments in Europe since the Renaissance with frequent references to American and world history.



## 204. CONTEMPORARY GEORGIA. 5 hours

*Winter Quarter and Summer Term.*

A study of the economic, social, and political conditions in Georgia at the present time, and a comprehensive analysis of all aspects of Georgia's historic development.

## 301. AMERICAN HISTORY, 1492 to 1860. 5 hours

*Fall Quarter.*

A comprehensive survey of American history from the discovery of the New World to the Civil War.

## 302. AMERICAN HISTORY, 1860 to 1912. 5 hours

*Winter Quarter.*

A thorough study of the history of the United States from the beginning of the Civil War to the start of Woodrow Wilson's administration.

## 303. AMERICAN HISTORY, 1912 TO THE PRESENT. 5 hours

*Spring Quarter.*

The leading issues of current politics; social, economic, and political movements; and international relations of recent years. The course covers the period from World War I to the present.

## 311. ENGLAND FROM 1485 TO THE PRESENT. 5 hours

*Fall Quarter.*

A study of the growth and development of England and the British Empire from the reign of the Tudors to the present. Emphasis on political, economic, and social factors.

## 315. HISTORY OF THE FAR EAST. 5 hours

*Fall Quarter.*

A survey of Oriental history, with emphasis upon the role of Japan and China in world affairs during the nineteenth and twentieth centuries. Relations between the United States and the Orient will be stressed.

## 321. HISTORY OF THE SOUTH. 5 hours

*Spring Quarter. (Not offered 1962-63)*

A detailed study of the growth and development of Southern political, social, and economic institutions from the late colonial period to the present. Special attention is given to agricultural changes, political revolt, the growth of industry, racial conflicts and adjustments.



331. DIPLOMATIC HISTORY OF THE UNITED STATES. 5 hours

*Winter Quarter.*

A course designed to acquaint the student with the development of the foreign policies of the United States and the part which this nation has played in its relations with other countries from 1775 to the present.

411. HISTORY OF LATIN AMERICA. 5 hours

*Spring Quarter.* (Not offered 1962-63)

A study of the Hispanic political and economic institutions in the Latin-American colonies, the Wars of Independence and the recent development of the Latin-American republics. Emphasis upon the relationship of the United States with Latin America.

421. EUROPEAN HISTORY, 1815 to 1914. 5 hours

*Winter Quarter.*

A history of Europe from the Congress of Vienna to the beginning of World War I. The main political, economic, international, and intellectual movements in Europe during the nineteenth and early twentieth centuries will be stressed.

422. EUROPEAN HISTORY, 1914 TO THE PRESENT. 5 hours

*Spring Quarter.*

A study of the causes, chief phases, and results of the First and Second World Wars, and the principal political, economic, social, and cultural problems of the European countries since 1914.

430. RUSSIAN HISTORY. 5 hours

*Spring Quarter.*

A history of Russia with emphasis upon the nineteenth and twentieth centuries.

## COURSES IN POLITICAL SCIENCE

201. AMERICAN GOVERNMENT. 5 hours

*Fall and Spring Quarters and Summer Term.*

An intensive examination of the Constitution and the three governmental divisions. Emphasis is given to the internal organization and actual work of the various departments of our national government. The course includes a study of the national government in its relation to the states.



301. AMERICAN POLITICAL PARTIES. 5 hours  
(*On Demand*).

A study of party development in the United States, the functions and organization of political parties, and current party problems. The influence of political parties upon American political thought will be considered.

303. INTERNATIONAL RELATIONS. 5 hours  
*Winter Quarter, 1964.*

A survey of basic principles influencing international policies. Emphasis is placed on the system of sovereign states in the international community, balance of power, diplomatic intercourse, and "cold war" techniques and operations.

305. THE AMERICAN CONSTITUTIONAL SYSTEM. 5 hours  
*Spring Quarter, 1964.*

An examination of the development of the American constitution and the role of the Supreme Court in the United States. A survey of legislatures, executives, and courts on the state and local level with emphasis on their structure and functions.

401. COMPARATIVE GOVERNMENTS. 5 hours  
(*On Demand*).

A study and comparison of the more important governments of Europe with an emphasis upon the more recent revolutionary constitutional changes. The government of the United States in the comparative analysis.

404. PRINCIPLES OF PUBLIC ADMINISTRATION. 5 hours  
*Winter Quarter.*

A survey of general principles and problems of administrative organization, relationships, and controls in the United States. Emphasis is placed on the significance of administrative legislation and adjudication.

405. MAJOR FOREIGN GOVERNMENTS:  
THE WESTERN DEMOCRACIES. 5 hours  
*Fall Quarter.*

A study and comparison of the structure and functions of selected governments in Western Europe and Latin America, with emphasis upon recent constitutional changes. The government of the United States is included in the comparative analysis.



## COURSES IN SOCIOLOGY

## 201. INTRODUCTION TO SOCIOLOGY. 5 hours

*Spring Quarter.*

The student is introduced to the methods of human association; the nature of culture, custom, belief, institution, etc., and its role in the development of society.

## 225. SOCIAL PROBLEMS. 5 hours

*Winter Quarter.*

A study of both general and special problems considered in the social and cultural setting in which they occur. The emphasis is upon the people and their behavior.

## 316. THE FAMILY AND SOCIETY. 5 hours

*Spring Quarter.*

An historical and contemporary view for understanding the American family system; domestic relations law in the United States; and the social significance of current conflicting ideas relative to sex, marriage, and family patterns. (Not open to students who have credit in Home Economics 393.)

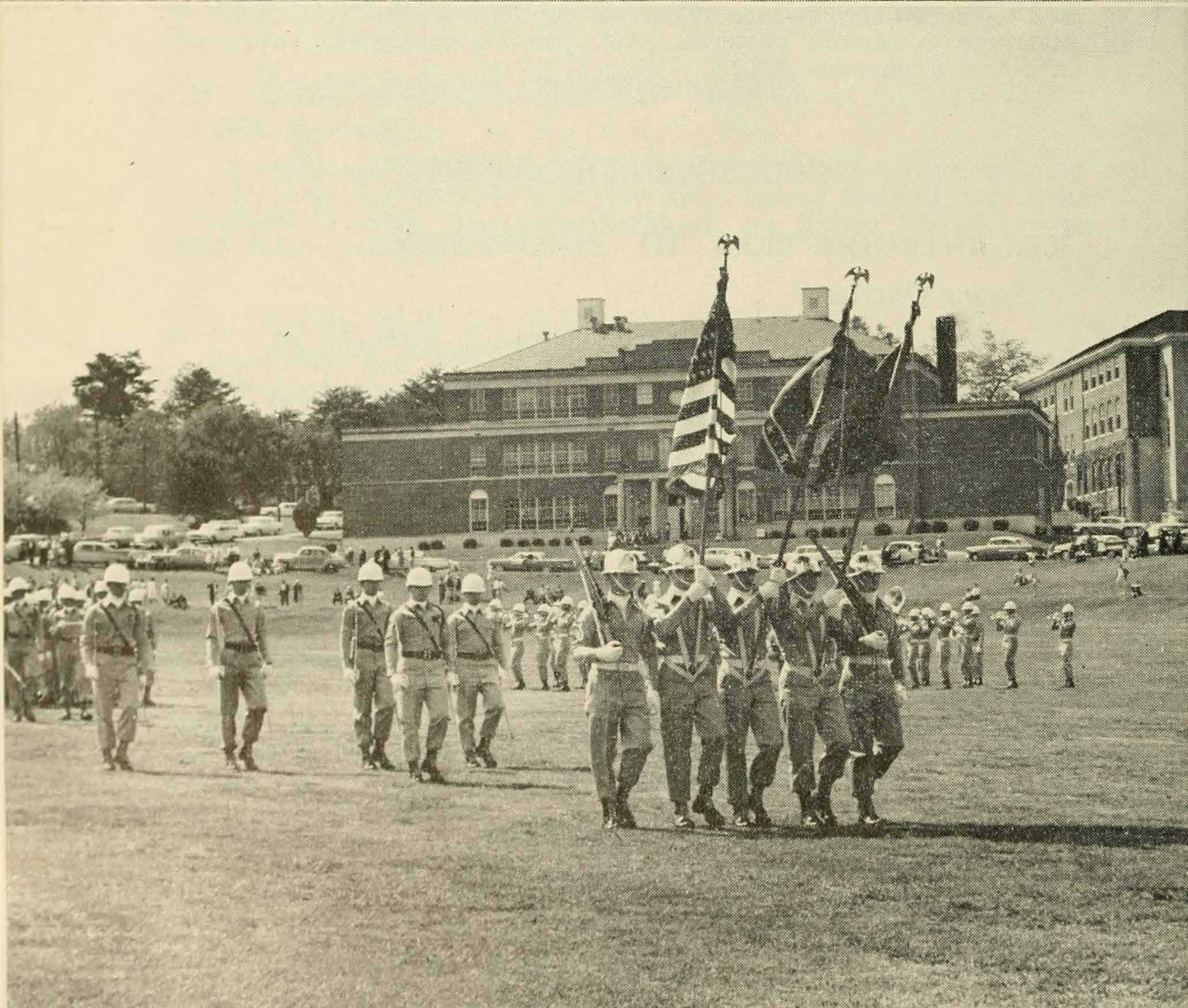
## COURSES IN PHILOSOPHY

## 308. INTRODUCTION TO PHILOSOPHY. 5 hours

*Spring Quarter.*

A study in the fundamentals of philosophy, stressing the relation of philosophy to religion, art, literature, science, and other fields of knowledge. The purpose is to help the student to construct and refine his own interpretation of the world and life.







## **DEPARTMENT OF MILITARY SCIENCE**

Merritt E. Hoag, Brigadier General (Ga.), President

---

### **Military Personnel**

William C. Boyd, Lt. Col., Infantry, PMS; Albert B. Kitchen, Jr., Maj., Infantry; Byron E. Ferguson, Maj., Artillery; Jules C. Trepagnier, Jr., Capt., Infantry; Theodore R. Lee, Sgt. Major; James D. Gilmore, M/Sgt.; Donald L. Meador, Staff Sgt.; Roy C. Hensley, Sgt.; Mrs. Kathryn S. Phillips, Secretary.

### **Mission of the Military Department**

The mission of the Senior Division R.O.T.C. as established at North Georgia College is to produce junior officers who have the qualities and attributes essential to their progressive and continued development as officers in a component of the Army of the United States.

Military instruction also affords invaluable training for successful civilian life inculcating as it does the principles of neatness, mental alertness, loyalty, and confidence.

### **Through the Years**

At the close of World War I, Congress authorized qualified and interested colleges to establish units of Reserve Officers Training Corps, but since North Georgia had been historically devoted to the ideals of military training, it found itself already in full accord with prevailing national thought.

At the end of World War II, the college again found its general program of educational and military training approved by the thought and plans of the nation's most forward-looking businessmen and statesmen.

The record of North Georgia College as a military college, in time of peace as in time of war, has been distinguished. During each consecutive year since 1928, the college has earned a position of high esteem among military colleges and a rating of "essentially military college" from the Department of the Army.

The conversion to a General Military Science curriculum was adopted in 1952. This conversion represents a major change in policy in view of the fact that the Army R.O.T.C. program since its inception in 1916 has presented specialized branch instruction for all R.O.T.C. students. Adoption of the General Military Science program as a general policy represents one of the steps the Department of the Army has taken recently to revitalize its R.O.T.C.



program. This program will permit students a greater diversity in selection of Branch of Service in which they wish to serve.

### **Dress Parades/Reviews**

The colorful Sunday afternoon parades, held during the fall and spring quarters, afford opportunity for relatives and friends to visit the campus and to glimpse interesting phases of routine college life. These parades also constitute a pleasant social occasion upon which many of the faculty may become acquainted with visiting parents and friends.

### **Allowances From Department of Army**

All qualified students formally enrolled in the Basic-Course R.O.T.C. receive a monetary allowance yearly from the Department of Army to defray partial cost of uniforms. Advanced-Course students qualified and accepted by the P.M.S. for government contract receive another and larger monetary allowance toward the cost of uniforms, plus approximately \$27 per month for subsistence. For veterans, the above allowances are in addition to all the usual benefits under the G.I. bill. The allowances mentioned above are subject to annual revision by the Department of Army.

### **Summer Camp**

As part of the R.O.T.C. program, the Department of the Army conducts summer camps for Advanced-Course students. These usually are attended during the summer between the two years of the Advanced Course. They are of six weeks duration and the work is all practical. In addition to military work, field sports and competition are conducted. The government pays the cost of transportation to and from the camp. Students attending are provided with clothing, subsistence, medical attention, and in addition, are paid approximately \$2.50 per day.

### **Graduation and the Commission**

Each member of the R.O.T.C. who successfully completes the course of Military Science instruction, who receives a degree from North Georgia College, who has attained the required age of 18 years, and who is recommended by the Professor of Military Science as being physically, mentally, morally, and professionally qualified, is tendered a commission as Second Lieutenant in the U. S. Army Reserve. If such student is designated as a Distinguished Military Graduate, he is eligible to apply for a commission as Second Lieutenant in the Regular Army.



**DESCRIPTION OF ROTC COURSES**

## General Military Science R.O.T.C. Program

**FIRST YEAR—BASIC COURSE**

**MILITARY SCIENCE 100, 101, 102** 90 hours

a. **Organization of the Army and R.O.T.C.** 5 hours

This course is designed to give the student an understanding of the objectives of the ROTC program and Military training, stressing its benefits, potentialities, requirements and rewards. The course of instruction will include the history, development, and organization of the ROTC program, and the organization of the Infantry Division with emphasis on the organic Infantry subordinate units to include the duties and responsibilities of key personnel.

b. **Individual Weapons and Marksmanship.** 10 hours

A short introduction to Evolution of Firearms. Emphasis will be placed on assembly and disassembly, mechanical functioning, care and maintenance, and methods of employment of U. S. rifle caliber .30, M1. Stresses preliminary marksmanship training to teach fundamentals of marksmanship, safety principles, and good shooting habits.

c. **U. S. Army and National Security.** 15 hours

A brief presentation of our National Defense policy, and worldwide commitments that require support of the Armed Forces. The mission and capabilities of the U. S. Army Reserve and National Guard; the mission, capabilities, and interdependence of the U. S. Air Force, the U. S. Navy, and the U. S. Army in comparison to the military forces of the world. The role of the U. S. Army in conceivable types of warfare with emphasis on the major problems of the United States Army.

d. **Appropriate Military Subjects.** 30 hours

A study of the responsibilities and basic qualities of a leader. A study of the organization, composition, and mission of basic military teams to include the rifle squad. The use of and application of combat formations, cover and concealment, patrolling and field formations. Indoctrination on the "Code of Conduct for Members of the Armed Forces of the United States." A basic indoctrination on chemical, biological, and radiological warfare to include protective measures, detection and survival.



- e. Leadership Laboratory. 30 hours

## SECOND YEAR—BASIC COURSE

MILITARY SCIENCE 200, 201, 202 90 hours

- a. American Military History. 30 hours

A survey of American Military History from the origins of the American Army to the present with emphasis on the factors which led to organizational, tactical, logistical, operational, strategic, social, and similar patterns found in our present-day Army. Emphasis is placed on the Principles of War as they affect the American Army campaigns and the leadership qualities displayed by the commanders. The course is introduced by a brief resume of the of the evolution of warfare from ancient to modern times.

- b. Map and Aerial Photograph Reading. 15 hours

A course designed to give students the complete story of Map and Aerial Photograph Reading for field use. Detailed instruction will include application of basic principles emphasizing terrain appreciation and evaluation; marginal information, military and topographic map symbols; methods of orientation and resection; military grid reference systems; and classes on aerial photography.

- c. Introduction to Operations and Basic Tactics. 15 hours

Organization, composition, and mission of basic military teams to include rifle squad, patrols, and small infantry-tank teams. Technique of fire of the rifle squad, landscape firing, combat formations, cover and concealment, patrolling (night and day), field fortifications, camouflage, and principles of offensive and defensive combat and their application to the basic military teams.

- d. Leadership Laboratory. 30 hours

## THIRD YEAR—ADVANCED COURSE

MILITARY SCIENCE 300, 301, 302 150 hours

- a. Leadership 10 hours

A study of the responsibilities and basic qualities of a leader. This course combines theory and practical work in principles, traits, and techniques of leadership with emphasis on individual initiative.



- b. **Military Teaching Principles** 20 hours
- This course develops an understanding of the fundamentals of military instruction by studying educational psychology as pertains to the stages of instruction, techniques in planning and presentation, speech techniques, the use of training aids, and testing procedures. Students are evaluated upon a lesson prepared and presented.
- c. **Branches of the Army** 30 hours
- An introduction to the organization of the United States Army; the mission and field of responsibility of each branch with separate lessons on each branch emphasizing their interrelationship.
- d. **Small Unit Tactics and Communications** 55 hours
- The purpose of this instruction is to give the student a guide for basic individual and small unit tactics that is applicable to nuclear and nonnuclear warfare. The scope will encompass techniques of fire, field fortifications, patrolling, guerilla warfare, small unit communications, and tactics of the squad, platoon, and company.
- e. **Precamp Orientation** 5 hours
- f. **Leadership Laboratory** 30 hours

#### FOURTH YEAR—ADVANCED COURSE

MILITARY SCIENCE 400, 401, 402 150 hours

- a. **Command and Staff** 10 hours
- Introduction to the complexities of handling the operations of one of the Nation's largest enterprises. Defines the relationship between the commander and the duties of the various staff officers in assisting the commander in the performance of his mission.
- b. **Estimate of the Situation and Combat Orders** 7 hours
- Presentation of a time-proven method of evaluating a problem and weighing all factors according to their merit so as to arrive at the best possible solution. The course then presents a proven method of disseminating the orders necessary to place the leaders' decisions into effect so as to assure maximum support from all personnel.



## c. Military Intelligence

8 hours

Study of the process by which information is procured, evaluated into Intelligence and utilized to assist in the accomplishment of the established goal. Covers Counter Intelligence which is the method used to deny the opposition the information they need to accomplish their goal.

## d. Military Team

20 hours

This course of instruction is utilized to give the student experience in teaching, public speaking and research for information. The student is required to present a fifty-minute class on the way the elements of the armed forces work together to obtain a command objective.

## e. Training Management

5 hours

Designed to give the student an understanding of the complexities and need for coordination, cooperation and preplanning necessary to instruct personnel in the complexities of their jobs and how to concentrate their skills into a team effort which will result in maximum success with minimum expenditure of manpower and equipment. Stresses that man is still the most important resource of the United States of America.

## f. Logistics

20 hours

This block of instruction is composed of three phases: Troop Movement, Supply and Evacuation, and Motor Transportation.

(1) Troop Movement is designed to teach the student traffic management, how to construct time tables, avoid obstacles, and utilize properly available transportation so as to achieve maximum benefit from the means at hand.

(2) Supply and Evacuation delves into the complex problem of supporting an operation with the material requirements necessary to assure the success of the operation. It includes system of supply, procedures and techniques that have been perfected through years of research and experience. Evacuation concerns the movement of casualties to the area where they can best be treated and rehabilitated.

(3) Motor Transportation covers the problem of utilization and maintenance programs which assure



that when personnel and equipment require transportation, it is available in operating condition to support the mission. It stresses the importance of time involved rather than distance, which becomes less important as the capability to move at faster speeds is developed.

g. Army Administration 15 hours

Purpose of this instruction is to explain the importance of considering all personnel as individuals and considering the best man for the best assignment within the team. It covers personnel records, orders, publications and procedures that are established to insure the most efficient functioning of the nation's largest personnel operation.

h. Military Justice 15 hours

Introduction to Military Law as established by the United States Congress and the President of the United States. It covers applicable civil law as well as the Uniform Code of Military Justice which is the basis of all military law. Classes cover the articles, procedures, rights, jurisdiction and punishments authorized by and set forth by Executive Order 10214, 8 February 1951. Instruction is composed of theory and the study of the Articles, and is consummated by a Moot Court which is a practical exercise designed to allow the student to apply the knowledge he has procured during the early stages of his instruction.

i. Role of the United States in World Affairs 10 hours

A geopolitical study of the world concerned with the effect of economic, national, commercial and historical aspects that influence the actions of the nations of the world in their relationships with the other nations of the earth.

j. Service Indoctrination 10 hours

Designed to inform and prepare the student for his active duty service as an officer of the armed forces of the United States. It covers customs, courtesies and policies of the armed forces so as to assist the newly commissioned officer in his initial period of service and to alleviate through knowledge, the fears that arise about the unknown.

k. Leadership Laboratory 30 hours



## **GENERAL REGULATIONS GOVERNING THE CORPS OF CADETS**

### **The Corps of Cadets**

The male students of the college are organized as a Corps of Cadets to which all belong, regardless of their individual eligibility to enter the federal organization known as the Reserve Officers Training Corps. Although some veterans and special classes of transfer students are excused from R.O.T.C. instruction, all are members of the Corps of Cadets and accept the general spirit and life of the brigade.

The Cadet Corps is organized into a Brigade of two Battle Groups and a Band. The Brigade, as well as each Battle Group, has a headquarters and staff; each Battle Group has three or four lettered rifle companies. Each company, as well as the band, has its own cadet officers and noncommissioned officers.

### **Tactical Board**

The immediate supervision of discipline within the Corps of Cadets rests with the Tactical Board, of which the PMS is chairman and the officers of the Military Department are members. This board of officers applies the regulations approved by the faculty, and it is empowered to refer serious cases to the faculty committee on discipline for final action. This committee may request the withdrawal from college of a student whose spirit, influence, conduct, or scholarship is not satisfactory, even though no specific charge is preferred.

The Commandant, a Reserve officer attached to the Department, keeps the records of conduct which become the basis of curtailment of privileges or of dismissal, or demotion or of promotion, and citation for efficient discharge of duty. The Commandant's Section supervises the life in all living areas and makes daily inspection of rooms, corridors, bathrooms, and premises in the immediate barracks areas.

### **Government of the Cadets**

The cadet system of control is essentially a specialized system of student government. At North Georgia, therefore, the conduct of the male students is controlled largely through the cadet officers and non-commissioned officers. In the discharge of



this responsibility, the officers are fully supported by the faculty at large. These student officers thus enjoy an outstanding opportunity for the development of tact, initiative, leadership, fairness, and honor to a very unusual degree.

It is the duty of the cadet officers and non-commissioned officers to enforce college regulations, report violations of same, supervise formations, call the rolls, report absences, and be responsible for the care of all rooms to which cadets are assigned.

### **Selection of Cadet Officers**

In selecting cadet officers for the Corps of Cadets, consideration is given not only to military knowledge and leadership potential but also to academic standing (minimum requirement, C average). Since cadet officers are selected from First Classmen, the military records compiled at summer R.O.T.C. camp prior to the senior year greatly influence the selections for the key positions within the Brigade. Once appointed, the cadet officer assumes a responsibility commensurate with his rank, and through his devotion to duty and loyalty to the Corps, prepares himself for either civilian or military life.

The Department of the Army each year authorizes the selection of one-third of the appointed cadet officers to be designated as Distinguished Military Students (DMS). Those cadets chosen must be in the upper third of their military class and in the upper half of their class academically. The cadet officer so selected is normally graduated as a Distinguished Military Graduate and tendered a Regular Army Commission.

Due to their military experience and training, veterans are encouraged to qualify for leadership positions in the Cadet Corps. To insure continuity of training, attendance at all three drill periods per week is required of all cadet officers.

### **General Regulations**

Detailed regulations governing cadet life are explained in the Cadet Handbook which is available to all cadets. However, the following general policies have been found from year to year to be advisable and necessary:

(1) For absences, other than General Leave, which involve normal college duties and formations, permission must be obtained from the Commandant's Office.

(2) Firearms, other than rifles issued to cadets, explosives



of any kind, gasoline or gasoline mixtures will not be allowed in the living areas.

(3) Possession or use of intoxicants is prohibited.

(4) Gambling in any form or games of chance are prohibited.

(5) Members of the Senior and Junior Classes and day students are the only students authorized to have motor vehicles at the college. Motor vehicles of all types must be registered with the Commandant of Cadets and will remain under his direct control.

(6) Any cadet wishing part-time off-campus employment must have such employment approved by the Commandant.

(7) Punishment shall consist of denial of privileges, extra duty, reduction of officers to ranks, restriction to limits, arrest, suspension, and dismissal. As restrictions and arrest are questions of honor, violations of the same are punishable by dismissal.

(8) UNFAILING RESPECT FOR ORDER, MORALITY, PERSONAL HONOR, AND THE RIGHTS OF OTHERS is due the Corps by each cadet.

(9) Although cadet life is largely governed by a military schedule, cadet officers of every rank, as well as the cadets themselves, are subject also to the broader regulations of the college and each heartily cooperates with the members of the academic staff, the Dean of the College, the Dean of Women, the Commandant of Cadets, and the Social Committee in carrying out academic and social policies.

## Hazing

Hazing, personal indignities, any form of so-called initiation of freshmen, the exercise of unauthorized authority by one cadet over another, and the exaction of any form of service of a new cadet by an old one are prohibited. Each cadet, however, is held strictly responsible to attention to duty, courtesy to his cadet officers and non-commissioned officers, and for the carrying out of all legitimate military orders; but cadet officers, non-commissioned officers, and upperclassmen in general, whether as individuals or groups, are not authorized to punish offenders or those who may be delinquent in company or general military duties by any form of intimidation, personal indignity, fagging, the exercise of unwarranted authority, or any kind of physical force.







## THE BOARD OF REGENTS

### University System of Georgia

---

Robert O. Arnold, Chairman  
 Morris M. Bryan, Jr., Vice Chairman  
 Harmon W. Caldwell, Chancellor  
 S. Walter Martin, Vice Chancellor  
 John E. Sims\*, Assistant to the Chancellor  
 J. H. Dewberry, Director, Plant & Business Operations  
 L. R. Siebert, Executive Secretary  
 James A. Blissit, Treasurer  
 John R. Hills, Director, Testing and Guidance  
 Harry S. Downs, Associate Director, Testing and Guidance  
 \*On leave.

---

James A. Dunlap, Gainesville .....	State-at-Large
Allen Woodall, Columbus .....	State-at-Large
Roy V. Harris, Augusta .....	State-at-Large
James C. Owen, Jr., Griffin .....	State-at-Large
Carey Williams, Greensboro .....	State-at-Large
Anton F. Solms, Jr., Savannah .....	First Congressional District
John I. Spooner, Donalsonville .....	Second Congressional District
Howard H. Callaway, Pine Mountain .....	Third Congressional District
Robert O. Arnold, Covington .....	Fourth Congressional District
Jesse Draper, Atlanta .....	Fifth Congressional District
Linton D. Baggs, Jr., Macon .....	Sixth Congressional District
Ernest L. Wright, Rome .....	Seventh Congressional District
James D. Gould, Brunswick .....	Eighth Congressional District
Morris M. Bryan, Jr., Jefferson .....	Ninth Congressional District
W. Roscoe Coleman, Augusta .....	Tenth Congressional District

## OFFICERS OF ADMINISTRATION

Merritt E. Hoag, President, B.S., M.Ed., L.L.D.  
 Will D. Young, Dean, A.B., M.A.  
 Frank M. Smith, Registrar & Director of Admissions, A.B., M.A.  
 C. E. Stevenson, Director of Guidance, A.B., M.A.  
 Howard H. Gilbert, Jr., Comptroller, B.C.S.  
 Orvil R. Hause, Commandant, B.S., M.A.  
 Alice Donovan, Dean of Women, B.S.H.E.



## FACULTY

Meetings of the faculty are held at least once each quarter.

- RONALD O. ATKINSON (1962) ..... *Assistant Professor of Mathematics*  
B.S., Jacksonville (Ala.) State College; M.S., Auburn Univ.
- ROBERT H. BELCHER (1942) ..... *Associate Professor of Chemistry*  
B.S., Georgia State College for Men; M.S., University of North Carolina; further study, University of North Carolina and University of Wisconsin.
- ALLAN S. BICKLEY (1962) ..... *Instructor in Physical Education*  
B.S.Ed., M.Ed., University of Georgia.
- W. DESMOND BOOTH (1933) ..... *Associate Professor of English*  
B.S., Georgia State College for Men; M.A., Emory University; further study, University of North Carolina and University of Michigan.
- MARIAN P. BOUFFARD (1950) ..... *Associate Professor of Education*  
A.B., Florida State College for Women; M.A., Peabody College; further study, University of Georgia, Ohio State University, and Washington State University
- LELIA L. BOURDIN (1962) ..... *Instructor in Home Economics*  
B.S., M.S., University of Southern Mississippi.
- WILLIAM C. BOYD, Lt. Col., Infantry (1961) ..... *Professor of Military Science*  
B.S., University of Maryland; Communications Course, Rifle and Weapons Company Commander's Course, The Infantry School; Basic Ordnance Course, Aberdeen Proving Ground; Quartermaster School, Lengries, Germany; Associate Advanced Course, The Infantry School.
- DOROTHY BROWN (1949) ..... *Associate Professor of English*  
A.B., M.A., University of Alabama; Ph.D., University of Colorado.
- T. CONN BRYAN (1948) ..... *Professor of Social Science*  
A.B., Duke University; M.A., University of North Carolina; Ph.D., Duke University.
- JEWELL G. BRYSON (1957) ..... *Assistant Professor of Business Administration*  
B.S., East Tennessee State College; M.S., University of Tennessee.
- WALTER J. CARPENTER (1951) ..... *Associate Professor of Mathematics*  
B.S., Western Carolina College; M.A., University of North Carolina; further study, University of North Carolina.



- CAMILLUS J. DISMUKES (1933).....*Professor of Modern Languages*  
A.B., Birmingham-Southern College; M.A., University of North Carolina; Ph.D., Laval University.
- ALICE DONOVAN (1942).....*Instructor in Home Economics*  
B.S.H.E., Georgia State College for Women; further study, Syracuse University
- SARAH W. DREW (1957).....*Assistant Professor of Social Science*  
A.B., Tift College; M.S.Ed., Indiana University; further study, Columbia University and University of Colorado.
- GABRIEL H. ENGERRAND (1947).....*Associate Professor of Modern Languages*  
A.B., Texas Technological College; M.A., Ph.D., State University of Iowa; further study, University of Indiana.
- WILLIAM H. ESSARY (1957).....*Assistant Professor of English*  
B.S., Memphis State College; M.A., Peabody College; further study, Emory University.
- BYRON E. FERGUSON, Major, Artillery (1961).....*Assistant Professor of Military Science*  
B.S., University of Cincinnati; Field Grade Course, The Artillery School; Associate Advanced Course, The Artillery School; Arctic Cold Weather Course, Alaska.
- JOYCE FOWLER (1957).....*Assistant Professor of Physical Education*  
A.B., M.A., University of North Carolina.
- THOMAS L. FRANCIS (1962).....*Instructor in Biology*  
B.S., North Carolina State College; M.S., Florida State University.
- BESSIE LEE FREEMAN (1946).....*Associate Professor of Home Economics*  
B.S., Oklahoma Central State College; M. S., Oklahoma State University.
- LORIMER B. FREEMAN (1933).....*Associate Professor of Business Administration*  
B.S.C., M.S.C., University of Georgia; further study, Northwestern University, Harvard University, and New York University.
- THOMAS A. GIBSON, JR. (1962).....*Assistant Professor of Sciences*  
B.S., The Citadel; M.S., University of Virginia; M.Bio-radiology, University of California.
- PATRICK B. HARRIS, JR. (1962).....*Instructor in Social Science*  
A.B., M.A., University of Alabama; further study, University of Alabama.
- SUSIE M. HARRIS (1945).....*Head Librarian*  
A.B., Piedmont College; B.S. in L.S., M.S. in L.S., Peabody College.



- HAROLD W. HARRY (1960) ..... *Associate Professor of Biology*  
B.S., M.S., Louisiana State University; Ph.D., University of Michigan
- ORVIL R. HAUSE (1950) ..... *Assistant Professor of Physical Education*  
B.S., M.A., University of Alabama; further study, University of Alabama and Peabody College.
- JAMES HOLLIDAY, JR. (1962) ..... *Instructor in English*  
B.S., M.A., University of Alabama
- MARY E. HOOD (1947) ..... *Assistant Librarian*  
A.B., Piedmont College; B.S. in L.S., Peabody College.
- JAMES C. KIDD (1953) ..... *Assistant Professor of Social Science*  
A.B., Erskine College; M.A., University of South Carolina; further study, University of South Carolina.
- ALBERT B. KITGHEN, JR., Major, Infantry (1960) ..... *Assistant Professor of Military Science*  
B.S., M.E., Clemson A. & M. College; Associate Infantry Company Officers' Course, The Infantry School; The Army Language School (Russian), Presidio of Monterey; Intelligence Specialist, German, The USAREUR Intelligence, Military Police, and Special Weapons Schools; Associate Advanced Infantry Officers' Course, The Infantry School.
- GUY V. LAIL (1960) ..... *Assistant Professor of English*  
B.S., M.A., Appalachian State College; further study, Appalachian State College.
- CLAUDE V. LEFFINGWELL (1961) ..... *Assistant Professor of Mathematics*  
A.B., University of Tampa; M.A., Appalachian State College.
- JASPER I. MALOY, JR. (1954) ..... *Assistant Professor of Business Administration*  
B.A., Henderson State Teachers College; M.B.A., University of Georgia; further study, University of Georgia and University of Alabama.
- ULYSSES G. MATHERLY (1953) ..... *Associate Professor of Physical Education*  
B.S., Wittenberg College; M.P.H., University of Florida; further study, Columbia University and University of North Carolina.
- RICHARD M. NEGLEY (1957) ..... *Assistant Professor of Mathematics*  
B.S., Western Illinois State College; M.S., Florida State University.
- NEWTON OAKES (1941) ..... *Professor of Business Administration*  
B.S., M.A., University of Kentucky; further study, University of Kentucky and Ohio State University.
- JULIA OATES (1958) ..... *Assistant to the Librarian*  
A.B., Women's College of University of North Carolina; M.A., Duke University; further study, U.C.L.A. and North Carolina State College.



- JAMES A. OTTE (1958) ----- *Assistant Professor of Physical Education*  
B.S., M.S., University of Tennessee.
- EWELL G. PIGG (1942) ----- *Associate Professor of Physics*  
B. S., Central Missouri Teachers College; M.A., Peabody College; further study, University of Colorado and Pennsylvania State College.
- WILLIAM P. ROBERTS (1949) ----- *Associate Professor of Social Science*  
A.B., Emory University; M.A., Ph.D., University of North Carolina.
- BEN W. SANDERS (1950) ----- *Associate Professor of Biology*  
B.S., University of Mississippi; M.S., University of Alabama; further study, University of Alabama and Florida State University.
- JOHN C. SIMMS (1937) ----- *Professor of Chemistry*  
B.S., Millsaps College; M.S., Vanderbilt University; Ph.D., Western Reserve University; further study, University of North Carolina and Oak Ridge Institute of Nuclear Studies.
- JOHN T. SIMPSON, JR. (1953) ----- *Assistant Professor of English*  
B.S., Mississippi State College; M.A., Peabody College; further study, Peabody College and Columbia University.
- FRANK M. SMITH (1955) ----- *Assistant Professor of Social Science*  
A.B., University of Georgia; M.A., University of North Carolina; further study, University of North Carolina, Duke University, and Mexico City College.
- ORBY SOUTHARD (1947) ----- *Professor of Education*  
B.S., Arkansas State Teachers College; M.S., University of Arkansas; Ph.D., University of Pittsburgh.
- C. E. STEVENSON (1943) ----- *Associate Professor of Education and Psychology*  
A.B., Oglethorpe University; M.A., Peabody College; further study, University of Georgia, Duke University, and University of Minnesota.
- JAMES B. TRAMMELL (1959) ----- *Assistant Professor of Business Administration*  
B.S., M.A., Appalachian State College.
- JULES C. TREPAGNIER, JR., Captain, Infantry (1960) ----- *Assistant Professor of Military Science*  
B.S., North Georgia College; Associate Company Officers' Course and the Advanced Infantry Officers' Course, The Infantry School; Airborne Course, The Airborne School; Ranger Course, Ranger Training Command.
- MARION C. WICHT (1950) ----- *Professor of Mathematics*  
B.S., Mississippi Southern College; M.A., Vanderbilt University; Ph.D., Alabama Polytechnic Institute.



## FACULTY

127

JACQUE L. WILLIAMS (1960) ..... *Assistant Professor of Mathematics*  
B.S., M.S., Georgia Institute of Technology.

CHARLES M. YAGER (1941) ..... *Professor of Physics*  
B.S. in M.E., University of Maryland; M.Ed., Duke University; further study, University of Wisconsin and Oak Ridge Institute of Nuclear Studies.

WILL D. YOUNG (1940) ..... *Associate Professor of Social Science*  
A.B., M.A., Cumberland University; further study, University of Chicago and Peabody College.

## STAFF

Lelia L. Bourdin .....	Assistant Dean of Women
Mabel Bryan .....	Bookkeeper
Estelle David .....	Secretary to the President
Fay Dollar .....	Secretary to the Dean
Mary Huppuch .....	Secretary to the Comptroller
J. B. Jones .....	Assistant Manager, Student Canteen
Ella Ray Oakes .....	Assistant Registrar
J. W. Phillips .....	Assistant Comptroller
Robert Ragan .....	Manager, Student Canteen
Patricia Saine .....	Secretary, Registrar's Office
Wendell H. Satterfield .....	Cashier
Emory L. Stephens .....	Accountant
Vella Stowers .....	Secretary to the Commandant
Frances Tolbert .....	Secretary, Library
Hazel B. Tyree .....	Assistant Dietitian
Beth Wall .....	Secretary to the Assistant Comptroller
Anne Watson .....	Dietitian
J. G. Woodward, M.D. ....	Medical Officer
Jackie Wortham .....	Secretary, Registrar's Office
Sara M. Wright, R.N. ....	Nurse



# INDEX

	Page		Page
Academic Regulations	23-30	Commission	112
Administration, Officers of	122	Counseling	45
Admission Regulations	17-22	Courses of Study	51-117
Alumni Association	16	Credit, reduction of	30
Application Blank	128	Credits	23
Application-Breakage Deposit	37	Debating Club	
Arrival at College	27	(Forensic Senate)	13
Art	81	Degree Requirements	48
Art Appreciation		Demonstration Teachers	73
(Humanities 210)	87	Dramatic Club	12
Articles Brought from		Dress Parades	112
Home	27	Education	76
Assembly	11	Elementary Education	74
Athletics	10	Eligibility for extra-	
Band	12	curricular activities	30
Banking Facilities	42	Engineering Drawing	96
Biology	51-53	English	86-89
Biology Club	12	Expenses	34-36
Board of Regents	122	Faculty	123-127
Bookstore	41	French	89-90
Breakage Deposit	37	General Information	5-11
Business Administration	56-64	General Regulations	118-119
Business Administration Club	13	German	90-91
Cadet Officers, selection of	119	Glee Club	12
Calendar	3-4	Government Allowances	112
Canteen	41	Government of Cadets	118
Change in Grades	23	Grade Reports	25
Changes in Program		Grades, change in	23
of Study	24	Grading System	23
Chemistry	64-68	Graduation,	
Chemistry Club	13	requirements for	46-49
Church Services	11	Guests	42
Class Attendance	29	Gymnasium Uniforms	41
Classification of Students	25	Hazing	120
Class Load	29	Health	81
Climatology	96	Health Service	10
Co-education	6	Historical Background	5
Corps of Cadets,		History	105-107
general regulations	118	Home Economics	69-71

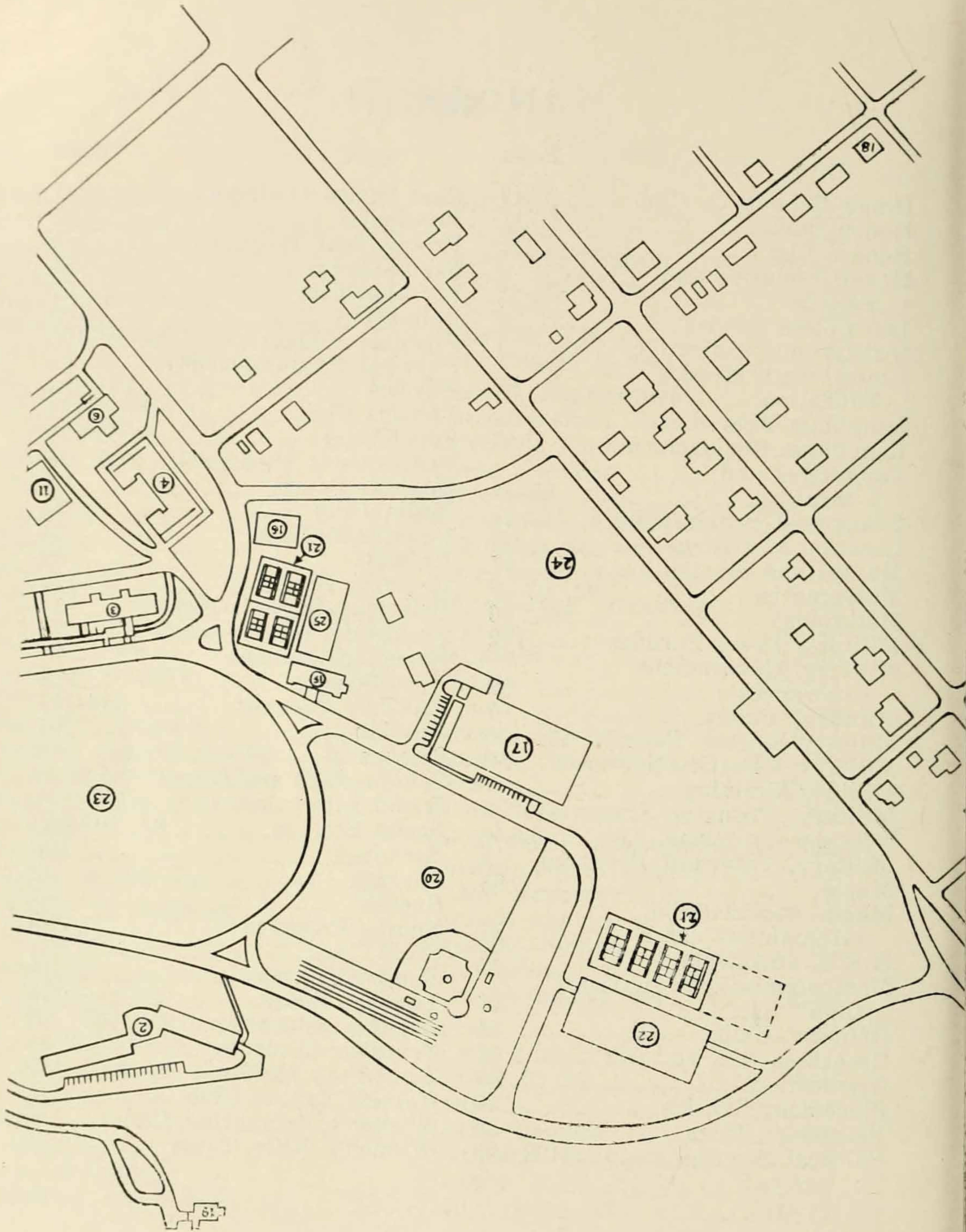


# INDEX

	Page		Page
Home Economics Club	13	Post Office (College)	41
Honor Bars	31	Pre-dental	55
Honors List	31	Pre-medical Technology	55
Honor Societies and Awards	32-33	Pre-medicine	54
Incomplete Grades	24	Pre-pharmacy	57
Institutional Objectives	5	Philosophy	109
Junior High Grades		Physical Education	10, 97-100
Education	75	Physical Examinations	10
Language Arts	82	Physics	101-104
Language Requirements	46	Physics Club	14
Languages and Literature	85-92	Psychology	79
Loans and Scholarships	43-44	Publications (Student)	16
Location of College	5	Quality Points	25
Majors and Minors	47	Radio Club	14
Mathematics	82, 93-96	Re-examinations	24
Meteorology	96	Refunds	38
Military, Dress Parades	112	Regents, Board of	122
Military, Government Allowances	38	Religious Organizations	11
Military, Policy	7	Residence, requirements for	28
Military Science Courses	111-120	Room Assignment Preference	129
Military, Selective Service	9	R.O.T.C. Courses	113-117
Military Training	7	Russian	91
Military, Transfer Students	8	Science	83
Military Uniforms	39-40	Scholarships and Loans	43-44
Military, Veterans' Program	8	Social Life	11
Music	83	Social Science	84, 105-109
Music Appreciation (Humanities 209)	87	Sociology	109
N.E.A. (Student)	14	Spanish	92
Non-commissioned Officers' Club	15	Speech	87
Officers' Club	14	Sports Program	98
Orchestra	12	Staff	127
Orientation	26, 27, 45	Summer Camp	112
Placement Service	45	Tactical Board	118
Placement Tests	26	Teacher Education	72
Political Science	107-108	Transfer Students	8, 27
		University System	2, 6, 122
		Varsity Letter Club	15
		Women's Recreation Club	15
		Women's Rifle Team	15



# CAMPUS

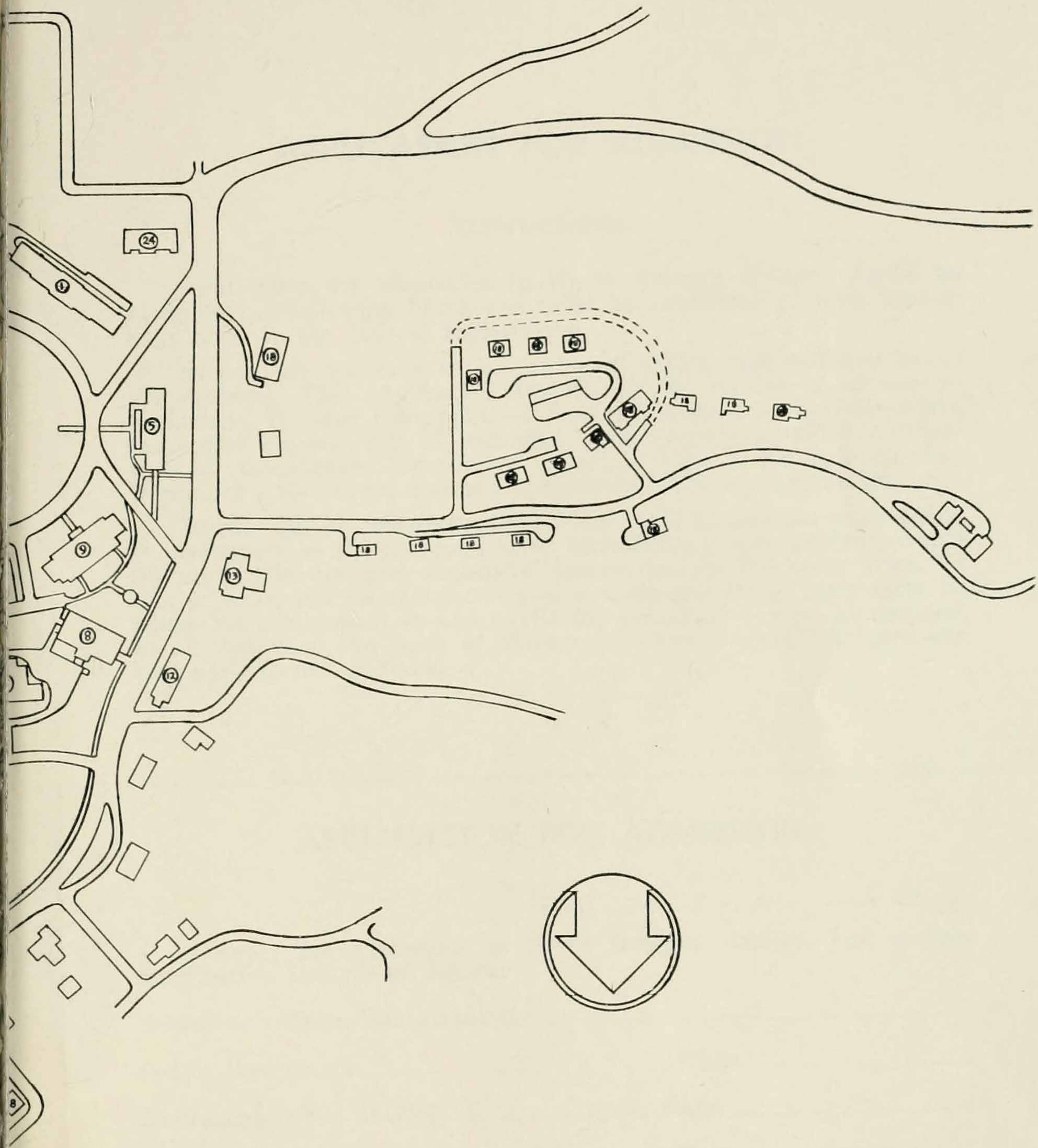


1. Lewis Hall (Girls' Dormitory)  
(Dean of Women-office)
2. Gaillard Hall (Men's Dormitory)
3. Barnes Hall (Men's Dormitory)
4. Company Barracks (Men's Dormitory)
5. Sanford Hall (Men's Dormitory)
6. Band House (Men's Dormitory)
7. Price Memorial Hall  
President's office  
Dean's office  
Director of Admissions office  
Registrar's office

8. Academic Building  
Comptroller's office  
Director of Guidance office  
Social Science Dept. Head  
Canteen  
Book Store  
Uniform Store  
Education & Psychology Dept. Head  
Mathematics Dept. Head
9. Science Hall  
Biology Dept. Head  
Chemistry Dept. Head



# INDEX



- Physics Dept. Head
- 10. Dining Hall (Dietician's office)
- 11. Stewart Library
- 12. Business Administration Building  
Business Adm. Dept. Head
- 13. Infirmary (Nurses office)
- 14. Home Economics Building  
Home Economics Dept. Head
- 15. Language & Literature Building  
English Dept. Head  
Modern Language Dept. Head
- 16. Central Warehouse
- 17. Memorial Hall  
Gymnasium, Swimming Pool

- Physical Ed. Dept. Head
- Military Dept. Head (PMS)
- Commandant's office
- Armory
- 18. Faculty Housing
- 19. President's Home
- 20. Baseball Field
- 21. Tennis Courts
- 22. Parking Lot (Future tennis courts)
- 23. Parade Field (Drill, ceremonies, sports)
- 24. Recreation, sports field
- 25. Parking Lot







# APPLICATION FOR ADMISSION

## Instructions

Application for admission to North Georgia College should be made on the following blank and must be submitted at least twenty days prior to the date of registration.

Rooms are reserved in the order in which application deposits are received. This application deposit, \$25.00, applies to all accommodations. If later the applicant finds attendance to be impossible, the entire deposit will be refunded upon request provided notification of cancellation is received prior to July 1 for fall quarter, December 1 for winter quarter, and March 1 for spring quarter.

Rooms can be reserved only on the basis of written application. If preference as to roommate is to be indicated, each student should file an application and deposit at approximately the same time. If this is done, the requested roommate assignment can frequently be made, but assignment to any particular dormitory cannot be assured. In all instances the Dean of Women or Commandant will give the best assignment available.

## APPLICATION FOR ADMISSION

Date \_\_\_\_\_, 19\_\_\_\_

I apply for admission to North Georgia College, and enclose Application Deposit of \$25.00.

School or College last attended \_\_\_\_\_

Grade Completed \_\_\_\_\_ When \_\_\_\_\_

Graduated: (Yes or No) \_\_\_\_\_ Birth Date \_\_\_\_\_

When will you enter—Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Name of Principal or Superintendent from whom high school record may be secured \_\_\_\_\_

His Address \_\_\_\_\_

Name of Student (Please Print)

Miss or Mr. \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_

Name of Parent or Guardian \_\_\_\_\_

Address \_\_\_\_\_

Make checks or money orders payable to North Georgia College.



Room assignments of men will be made on a Military Company basis; therefore, men should answer all three questions if a choice is desired. Young women should answer only Nos. 2 and 3.

Company A \_\_\_\_\_ Company B \_\_\_\_\_ Company C \_\_\_\_\_

Company D \_\_\_\_\_ Company E \_\_\_\_\_ Company F \_\_\_\_\_

Company G \_\_\_\_\_ Band \_\_\_\_\_

(2) Preference, if any, as to roommate—

Name \_\_\_\_\_

Address \_\_\_\_\_

(3) Room choice, if any \_\_\_\_\_

“Room Choice” is considered only as an indication of preference; the best possible assignment will be made after application is received. If preference as to roommate is indicated, read carefully the paragraphs at top of the preceding page.



























I love  
well out of  
you.



